



# Appointment of Director of IT Services

Required January 2025

# Welcome from the Head



My priority over the past few years has been to improve the quality of teaching and learning and to open doors for every student that we are privileged to teach.

The school has undergone a great deal of change since I arrived in 2018. Some of these changes have been as a result of our own analysis and reflections on what we needed to do better, some have come about through the amazing new building project, and others have evolved as we have addressed our vision, ethos and purpose as educators .

We want our students to **ASPIRE**; to want to be the best they can be, to seize opportunities, be prepared to take risks and not be frightened of failure. We want them to **INNOVATE**; to think outside the box, be creative and curious, to be proud of who they are and to be able to work both collaboratively and independently.

We want them to show **RESPECT**; to be thoughtful and kind citizens who support each other, members of our school and local community.

Our motto, **Ad Astra**, to reach for the stars, represents the high expectations that we have for each member of our school community. Having dreams, goals, targets and a vision is an important driver to help keep us all motivated and make the learning journey purposeful and exciting. We want excellence in everything and we support and encourage everyone to be the best they can be in all that they do.





## Who We Are

- › We are a 11-16 comprehensive school
- › We are a 7 form entry, 210 PAN
- › We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- › We are in SESSET along with The Ashcombe School and Therfield School
- › Our last Ofsted Inspection was rated 'Good' in May 2023
- › Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

*“Pupils are proud of their school. They know that the staff work very hard to support them”*  
(Ofsted 2023)

# The Role

Carrington School is looking for an experienced and committed individual to join our team. This is a fantastic opportunity to join a team of dedicated professionals who support the school in providing high quality learning opportunities for our students.

We are currently in the process of implementing an exciting 1 to 1 device project for all current Year 7s which will carry through the school over the next four years. We need an innovative individual who can work independently and is visionary. We want to prepare our school and our students to work with the technology as it evolves. You will become an integral part of a progressive organisation, and be a key contributor to the strategic development and maintenance of all aspects of our IT provision.

We will require you to manage exciting market leading technologies with an opportunity for a hands-on approach ensuring we are as up-to-date in our provision as we can be.

Pay Grade: SESSET 9 £39,929 to £47,259

Working Hours: 36 hours over 52 weeks

Contact Karen Ehren, HR Officer for more information  
[hr@carringtonschool.org](mailto:hr@carringtonschool.org) or 01737 764356 x208



# Benefits

- > Strong Induction Programme
- > Great CPD and training opportunities
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
  
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

# Role Description

## Key Accountabilities

### Leading & Managing

- To support the Leadership Team with managing the development, implementation and ongoing support of all information technology across the school, supporting the educational vision and values
- Overseeing the day to day running of the IT Service at an operational level
- Lead the Cyber Security function, working to protect the integrity of the school
- To strategically plan the life cycle of systems and services to ensure they meet the evolving educational and operational needs of the school, whilst ensuring value for money and economies of scale are realised
- To lead and manage the small team, looking at ways to collaborate across the trust to be as effective in our work as possible
- To ensure that legal and contractual obligations relating to IT resources, systems and services are met
- To support with duties and invigilation as required by all members of the leadership and support teams

### Strategy & Planning

- Advise on, and plan for, the future provision of IT infrastructure, services and systems within the school with a view on forthcoming developments in the technological and education landscapes and school requirements
- Work with leaders to advise on the strategic direction of IT within the school for the short, medium and long term
- Assist the Operations Officer and Finance Officer with preparing annual IT budgets ensuring best value for the school and high level three-year financial plans to meet the strategic IT requirements of the school
- Proactively improve IT facilities so that teachers and students are able to use it seamlessly in their work and lead on the development of IT services across the school through an agreed strategic development plan
- Recommend possible system solutions for the school in response to current and future demands and changes
- Assist the leadership team with project management and IT infrastructure requirements for all relevant initiatives within the school



# Role Description Continued

## Cyber Security

- Keep up to date with the latest security and technology developments
- Research/evaluate emerging cyber security threats and ways to manage them
- Assist the Operations Officer and Leadership Team with planning for disaster recovery and create contingency plans in the event of any security breaches
- Monitor for attacks, intrusions and unusual, unauthorised or illegal activity
- Test and evaluate security products
- Design new security systems or upgrade existing ones
- Use advanced analytic tools to determine emerging threat patterns and vulnerabilities
- Engage in 'ethical hacking', such as simulating security breaches, penetration tests
- Identify potential weaknesses and implement measures, such as firewalls and encryption
- Investigate security alerts and provide incident response
- Liaise with the Leadership Team in relation to cyber security issues and provide future recommendations
- Generate reports for both technical and non-technical staff and stakeholders
- Maintain an information security risk register and assist with internal and external audits relating to information security
- Lead with the creation, maintenance and delivery of cyber security awareness training for colleagues

## Network, Systems and Equipment

- Proactively manage and maintain the school's IT network to ensure a high level of availability and reliability
- Establish and operate systems to monitor IT provision; take corrective action and produce reports as required
- Lead and develop system recovery processes to minimise the risk and impact of a serious disaster and threats to continuity, including managing back up regime, firewalls and virus protection. Continually test and evaluate continuity management systems' effectiveness
- Manage the installation, repair and configuration of components, peripherals and software across servers and clients, maintaining detailed records of the work conducted
- Maintain the oversight of the school's websites, ensuring a close working relationship with the Operations Officer, Marketing team and Head's PA
- Ensure that a detailed inventory of IT related hardware and software is maintained and that all licensing requirements are fully complied with

## IT Support and Development

- Provide and manage a high quality "on-call" IT technical support service across the school, maintaining a log of technical faults and resolutions
- Manage all user accounts, permissions and online services including network, VLEs, and the school's Management Information Systems
- Manage the IT support required during external and internal examinations, liaising closely with Exams Officer as necessary
- Monitor and evaluate the effectiveness of the school's IT services and plan and implement improvements
- Secure appropriate resources to deliver an excellent level of service in terms of staff, skills, funds and support functions
- Ensure that email, telephone and face-to-face support in the effective use of IT is timely and of a high quality



# Role Description Continued

## Contracts

- Engage and liaise with contractors engaged in supporting the IT service to ensure that the work they carry out is of a high standard and represents good value for money
- Ensure that the essential annual maintenance servicing/inspection checks by external contractors are in place and carried out
- Actively manage the support contracts for IT such as network infrastructure, software, printing/copying, telephony and broadband, biometrics and cashless catering to ensure efficient performance and best value

## Policy and Legislation

- Work with senior leaders to establish and develop policies, e.g., Acceptable Use of IT Policy etc
- Ensure that all school policies and legislative requirements connected with IT are implemented in full
- Ensure that the school acts responsibly and legally with respect to copyright, computer misuse and data protection and adheres to school policies
- Ensure that all working practices and procedures take full account of safeguarding and child protection requirements
- Stay abreast of specific health and safety issues relating to IT
- Ensure appropriate risk assessments are in place for IT related activities
- Assist with IT projects outsourced to external contractors as and when appropriate

## Management of Staff and Resources

- To direct and supervise support staff assigned to you in an effective way
- To contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
- To deploy resources delegated to you
- Deploy support staff effectively

## Professional Development

- To participate in arrangements for the appraisal and review of your performance and, where appropriate, that of other members of staff
- To participate in arrangements for your further training and professional development and, where appropriate, that of other teachers and support staff, including induction
- To take responsibility for improving your knowledge and skills through appropriate professional development, responding to advice and feedback from colleagues

## Communication

- To communicate effectively and professionally with all stakeholders

## Working with colleagues and other relevant professionals

- To collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

## Safeguarding

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

*The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post*



# Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>		
Strong educational background including GCSE's Maths and English (A*-C) or equivalent	✓	
Educated to degree level or equivalent level of experience	✓	
Evidence of continuous professional development	✓	
Formal IT training qualifications such as MCSE, CCNA, CCP, ACSP, LFCS, ITIL		✓
Some leadership experience		✓
<b>Skills and Abilities</b>		
Strong understanding of computer networks, firewalls and operating systems, usage and configuration, security including; AD, DNS, DHCP, GPO, TCP/IP, routing/VLANs including Windows Server 2016/2019/2022 Microsoft Exchange/Microsoft365, Windows 10/11, hypervisor administration	✓	
Excellent planning and organisational skills	✓	
Ability to work independently to organise own workload	✓	
To work with accuracy and care in a methodical approach	✓	
To work well in a team, contributing ideas and supporting faculty procedures	✓	
Highly motivated individual with an innovative approach	✓	
To have knowledge of how to manage infrastructure devices including Aruba/Netgear managed switches, Ruckus Wireless Systems and Smoothwall UTM. Also, VoIP phone systems, VMware and Hyper-V virtualized server environments and detailed knowledge of Storage platforms; SAN & NAS, air gap/offline		✓
Ability to demonstrate engaging oral and written communication	✓	
To contribute to the wider life of the faculty and whole-school, supporting extra-curricular and intervention initiatives	✓	

# Person Specification continued

	Essential	Desirable
<b>Education Philosophy</b>		
A commitment to an inclusive education	✓	
A commitment to the concept of lifelong quality first teaching and learning	✓	
A commitment to a school culture sensitive to ethical values, spirituality in its broadest sense and celebration of the achievements of all	✓	
<b>Personal Attributes</b>		
Excellent communication skills with the ability to relate well to students and adults	✓	
Integrity, honesty, consistency of approach and a respect for others	✓	
Energy, enthusiasm, determination, aspiration and an insistence on high standards	✓	
Leadership by example	✓	
Be able to work under pressure, prioritise and manage time effectively	✓	
Good health and attendance record	✓	
Stamina to cope with the demands of the job	✓	

# Applications will close should a suitable candidate be appointed

Closing date Friday 13 December 2024 at 10:00am  
Interview date - TBC

For an informal discussion about the  
role please contact the HR Manager,  
Karen Ehren  
[hr@carringtonschool.org](mailto:hr@carringtonschool.org)



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