JOB INFORMATION PACK FOR HEAD OF IT SERVICES

St Leonards is an HMC and IAPS School situated in the vibrant, cosmopolitan university town of St Andrews, making the most of its special location. St Leonards has its own self-contained medieval campus in the heart of the town and is in the enviable position of offering an exceptional range of academic, sporting, musical and creative possibilities. We are the current 'Sunday Times Scottish Independent School of the Year', one of only a few Scottish schools to have been awarded this prestigious accolade twice.

From our vantage point in one of the most inspiring locations in the UK, we provide an outstanding education - combining exceptional academic achievement with a happy, friendly atmosphere and a world of opportunity.

St Leonards is close to sandy beaches, historic landmarks and stunning countryside. Edinburgh and Dundee Airports are within easy reach - approximately an hour's flight from London.

St Leonards has two sections: Junior from Years 1 to 7 (P1 to P7); and Senior from Years 8 to 13 (S1 to S6). The School is fully co-educational with over 530 boys and girls on the roll. 120 pupils are boarders. Around 20% of the school roll is international. The Sixth Form (Years 12 and 13) has 130 pupils. All Sixth Formers study the International Baccalaureate Diploma Programme (IBDP) or BTEC Diploma after completing their IGCSEs/GCSEs in Years 10 and 11. St Leonards has been an accredited IBDP school for 13 years and the ethos of the IB permeates all sections of the School. The Junior School has 170 pupils and follows the IB Primary Years Programme (PYP) in Years 1 to 6. We are introducing the IB Middle Years Programme into Years 7, 8 and 9 with a view to accreditation in late 2018.

Our IBDP average score is typically 33/34 and with typically around 80% of all Higher Level (HL) scores being 7/6/5 (equivalent to A*/A/B at A level). This compares with the global Diploma average of 29/30 points. We have been the top performing A level/IB Sixth Form in Scotland for 2015, 2016 and 2017 (Sunday Times).

For more information on the International Baccalaureate, visit the School web-site: stleonards-org.fife or ibo.org .

Head of IT Services

We are seeking to appoint a well-qualified and effective Head of IT Services to start in post as soon as possible.

The Head of IT Services will ensure that all IT systems effectively and efficiently support students and staff in learning and administration and that appropriate training and guidance is provided. The Head of IT Services will be a hands-on Technical Manager and able to resolve complex technical issues in liaison with our external suppliers.

The Head of IT Services is accountable to the Headmaster through the Deputy Head (Academic)

Head of IT Services

CONTEXT

The position will be based in IT services although there will be other working areas available for use, depending on the task.

St Leonards has a close working relationship with the IT services section of our near neighbour, the University of St Andrews, with a service level agreement in place concerning the maintenance of the school network, IT facilities and technical support. The Head of IT Services will have a close and effective relationship with the University and the purpose of this role is to complement the University, working closely with relevant counterparts and ensuring that St Leonards staff and pupils have effective and consistent IT provision.

Maintaining the network is a key priority and, given the boarding ethos of the school, there is an expectation of consistent provision of service out of hours.

The Head of IT Services will line manage the IT Technician and the Database and Data Compliance Officer.

RESPONSIBILITIES

The Head of IT Services will be responsible for managing and maintaining the IT resources of St Leonards.

The Head of IT Services will ensure that all IT systems effectively and efficiently support students and staff in both learning and administration and that appropriate training and guidance is provided.

The Head of IT Services will support and guide the various school leadership teams in the implementation, monitoring and development of IT throughout St Leonards.

The Head of IT Services will work closely with the Executive Team of the Headmaster; the Deputy Head (Academic); the Deputy Head (Pastoral); Bursar; the Junior School Head; the Junior School Deputy Head in helping translate strategic objectives concerning IT into effective practice.

The Head of IT Services will develop an effective working relationship with all staff and especially key stakeholder groups such as Heads of Department, Boarding House staff, Learning Support staff and Support staff. S/he will develop and review IT policies across the whole School.

The Head of IT Services will ensure that School network infrastructure is fully functional and up-to-date and is appropriately secured and maintained.

The Head of IT Services is responsible for regular checks on IT hardware and for procuring new hardware and software in line with School development plan and IT strategy. This will include maintaining an asset register, license records and appropriate warranties.

The Head of IT Services is responsible for the IT services budget and providing annual budgetary requests to the Bursar.

Head of IT Services

The Head of IT Services is responsible for making changes to software configuration in consultation with the relevant teaching and support staff (such as Heads of Department; Heads of Section; Bursar etc.).

The Head of IT Services will work closely with the Database and Data Compliance Officer in overseeing the implementation and development of the various school databases and information sharing systems (currently Managebac; CEM; OpenApply; Raisers Edge; 3sys; SharePoint etc) .

The Head of IT Services is responsible for developing the St Leonards Payroll, HR, Finance, Accounting and Medical database (currently WCBS PASS) to its full potential.

The Head of IT Services is responsible for liaising with the Learning Support Department and the GCSE and IBDP/BTEC exam secretaries to ensure the provision of laptops and other IT as required for those with identified special circumstances.

The Head of IT Services is responsible for the provision of laptops and other IT for entrance assessments and examinations in liaison with the Registrar; Deputy Head (Academic); Junior School Head or delegated person.

The Head of IT Services will lead or coordinate regular workshops and clinics for staff development.

The Head of IT Services will keep abreast of technological IT innovations and make recommendations to the Executive team.

The Head of IT Services is responsible for ensuring 24 hour support (including term-time weekends for boarders) in liaison with the Headmaster and any external suppliers and will be available during term time weekends and throughout the evenings to respond to any IT emergency.

COMPETENCIES

The Head of IT Services will:

- have an excellent working knowledge and understanding of IT and IT services;
- have a problem-solving approach coupled with an attention to detail;
- be able to work independently and with initiative to complete a range of interrelated and, at times, complex tasks;
- have excellent team working skills and enjoy working with other people;
- have high level interpersonal and communication skills;
- be committed to the School's mission, aim and values.

The 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 post is subject to an enhanced PVG (Protecting Vulnerable Groups) disclosure and two satisfactory references, one of which must be the current employer.

Head of IT Services

St Leonards
St Andrews, Fife

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education, Training and Qualifications	• Educated to degree or equivalent level. • Relevant IT qualifications e.g. Cisco CCNA or CCNP certification, Microsoft MCSA or MCSE, ITIL Foundation.	• Evidence of relevant continued professional development. • Enhanced PVG (Disclosure Scotland) membership.
Experience	• Relevant experience of managing a network or in IT services. • Experience of managing third party suppliers and defining and managing Service Level Agreements. • Experience of working in teams, collaborating with others and sharing knowledge. • Experience of effective problem-solving. • Experience of IT budgeting • Experience of developing operational, tactical and strategic plans and delivering short and long term plans through industry standard project management frameworks and tools. • Experience of implementing cyber security policies, frameworks and monitoring systems.	• Experience of working in an education environment; primary, secondary, university or college. • Experience relating to child protection/data protection/GDPR issues.
Skills	• An approachable, supportive manner. • High level communication and collaboration skills with an ability to convey technical information in a meaningful way to people at all levels of the organization. • An attentiveness to detail and accuracy. • An ability to make links and connections to help solve problems. • An ability to work independently and take responsibility for planning own workload. • Ability to work calmly under pressure and keep to deadlines. • Sensitive to the needs of others and supportive when required. • Professional manner and appearance.	

Head of IT Services

REMUNERATION

The salary range for this post is £45,641 to £49,886 per annum, depending upon experience.

The annual leave entitlement is 38 days (pro rata for the first year of employment). A generous pension scheme is available with Standard Life.

Currently there is a staff fee discount of up to 50% for child/children.

The completed Application Form should be sent by email or post to:

Mrs Gill Morgan
HR Officer
St Leonards
St Andrews
Fife
KY16 9QJ
g.morgan@stleonards-fife.org

Closing date for applications: Monday 28 January 2019 at 12:00pm

Interviews are expected to be held week commencing 4 February 2019. The successful applicants will be notified by email or telephone.