

Candidate Information Pack

Head of Digital Solutions



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.

Proudly IB Proudly Boarding Proudly RSHM Proudly Marymount

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Registered Charity No: 1117786 Registered Company No: 5325717



BACKGROUND

Marymount strives to improve and increase the effective use of technology in education to enhance the academic experience of our students. As an experienced Head of IT/ Digital you will utilise your talents and skills to support the delivery of the school's digital strategy, ensuring cohesive IT operations that align with the school's wider strategic aims and goals. With an extensive knowledge of infrastructure management, experience managing staff, and advanced industry knowledge you'll play a pivotal role in enabling Marymount to realise its technical aspirations.

This role reports directly to the Bursar. The normal hours of work will be from 8am to 5pm, Monday to Friday inclusive with a 45 minute unpaid lunch break each day and at such further times and for such periods as are necessary for the proper performance of duties.

Occasional evening and weekend work may be required.

SPECIFIC DUTIES AND RESPONSIBILITIES

Strategic IT Leadership:

- Collaborate with school leadership and key stakeholders to deliver a digital strategy that aligns with the school's educational and operational goals.
- Regularly report to the school's governing body on IT initiatives, challenges, and successes.
- Stay abreast of technological advancements in the education sector and steer the digital strategy as necessary.
- Attend meetings of and collaborate with representative staff as a member of the Digital Steering Group.
- Oversee the IT budget, ensuring cost-effective allocation of resources.
- Support the creation and development of reports and data insights to aid school functions, decision-making and analysis.



Team Management:

- Lead, mentor, and develop the IT team, ensuring they have the skills and resources to meet the school's needs.
- Foster a culture of continuous learning and innovation within the team.
- Identify and implement best practices for IT service management at the school.
- Ensure the delivery of excellent customer service to all members of the Marymount community.

Infrastructure & Network Management:

- Ensure high availability and robustness of all systems, minimizing downtime.
- Develop and maintain the school network, ensuring it meets academic and operational needs.
- Oversee robust backup procedures to ensure a comprehensive disaster recovery plan.
- Oversee timely device patching and update procedures.
- Regularly review and upgrade software and platforms to maintain security, functionality, and user-friendliness.
- Maintain school database systems and lead year roll-over procedures.

Device Lifecycle & Management:

- Manage the entire device lifecycle, from procurement to decommissioning, ensuring optimal performance and value for the school.
- Stay abreast of emerging hardware technologies, evaluating their potential benefit for the school.
- Implement timely hardware upgrades and replacements, ensuring minimal disruption.
- Maintain accurate records of hardware assets and a comprehensive software inventory.
- Oversee and manage software licensing, ensure compliance with agreements, optimize school usage and action renewals in good time.

Security & Compliance:

- Implement and oversee cybersecurity measures to protect school data and systems.
- Ensure compliance with data protection regulations and best practices.
- Review and update relevant policies and procedures as necessary.

Vendor & Project Management:

- Own projects, solutions and key responsibilities within larger school initiatives, ensuring timely communication throughout.
- Negotiate with vendors and service providers for cost-effective products and services.
- Collaborate closely with the primary managed service provider, to ensure good value and alignment of internal and managed services.

Safeguarding

- To comply with safeguarding policies, procedures and the School's code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- Collaborate with the school's safeguarding team to address any e-safety or tech-related concerns.

Other Duties

- Support the delivery of ICT in the IB curriculum including STEAM initiatives.
- Carry out specific projects and research.
- Attendance and support at key School events, when required, such as Open Mornings and Graduation.
- Any other duties as required by the Head and Bursar commensurate with the post.

The Person

To fulfil this specialist role the Head of Digital Solutions will have a wealth of technical knowledge and experience, supported by appropriate qualifications.

PERSONAL QUALITIES

- Outstanding organisation skills with an eye for detail
- Excellent written and verbal communication skills
- Proactive with the ability to prioritise their workload and manage pressurised situations
- Flexibility, enthusiasm and commitment
- An ability to operate with discretion and loyalty
- Professional and approachable
- Committed to continuous professional and personal development

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Ideally educated to degree level or equivalent
- Relevant IT certifications
- Leadership and management experience
- Previous experience of managing Microsoft 365
- Good working knowledge of standard technologies and experience in procurement and implementation/adoption of new hardware and software
- Proven track record of managing projects, meeting deadlines and prioritising work loads
- Excellent technical knowledge of a range of systems
- Analytically astute
- Understanding of cyber security risks and preventative measures and solutions

Desirable

- Prior experience of working in an educational environment
- Experience of migrating core services and undertaking system upgrades
- Hold the following Microsoft 365 certification: Enterprise Administrator Expert
- Experience with Aruba technologies or similar
- Experience with Education management systems such as Engage, iSAMS, Managebac, OpenApply etc

SAFEGUARDING & PASTORAL

Essential

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the DBS

ETHOS AND WHOLE SCHOOL VALUES

- Committed to Marymount as a School with high academic standing, providing a holistic education and outstanding pastoral care
- Committed to the RSHM values and operating as part of the School Community
- An understanding and affinity with the School's Catholic ethos

How to apply

To apply, candidates should complete the School Application Form together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley at hr@marymountlondon.com. Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571.

Closing date for applications: Monday 11 March 2024

Interviews in person at school. Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.

Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss)

Start date: As soon as possible

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and all safer recruitment checks including social media.

Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.