

# APPOINTMENT OF HEAD OF IT

Full-Time | Permanent



ST GEORGE'S  
EDINBURGH



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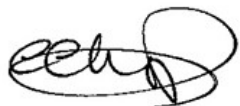
# MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



## What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

## Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

## We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

## Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

## An all-through school

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh for girls from 3 to 18 years. Boys are welcome in the nursery and to the end of P3.

Nearly 600 girls from ages 3 through to 18 flourish in their own sections of the school. Nursery accommodates children from the term of their 3rd birthday through to age 5; Junior School takes pupils from age 5 to 10 through P1 to P5. In our unique structure, Lower School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.





Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

### Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post-school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

### Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

### International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

### Campus and facilities

St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield.



## Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

## Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.





# VACANCY DESCRIPTION

# HEAD OF IT

## Job Purpose

The role holder will be responsible for devising, implementing and reviewing the School's digital strategy and for leading the IT team. The strategy will encompass a vision for systems to support the smooth running of the School and a clear view of how digital education and provision can best support the excellent forward-thinking education provided by the School. The role holder will work closely with the Digital Education Group in developing the strategy to ensure that it delivers on this vision.

The role holder will ensure that the School has first-class, secure and reliable IT provision at all times with systems and hardware that are reliable and ensure connectivity, efficiency and effectiveness.

The role will report to the Business Director and work closely with the whole Senior Leadership Team and Academic and Curriculum Leaders in ensuring strategy and systems support the educational vision for the school.

## Accountable to

Business Director

## Overview of IT Systems

The school mainly uses cloud-based systems, with Office 365 as the central productivity suite. iSAMS is used as the management information system. Other systems include SOCS, My School Portal and Every HR. Our senior years have managed 1:1 devices, with dedicated computing facilities retained for specialist areas.

## Key responsibilities

### Strategy

- Develop and implement an IT strategy which supports the school's strategic objectives.
- Keep abreast of advances in technology and best practice relevant to schools.
- Liaise regularly with the Senior Leadership Team to provide advice, report any issues and ensure that the School makes effective use of technology.
- Understand current processes and determine business requirements.
- Implement systems which underpin learning, teaching and administration needs.
- Manage IT projects and liaise with staff, external contractors and suppliers to ensure successful implementation.
- Develop or contribute to business cases for IT initiatives.
- Manage the IT budget.



# VACANCY DESCRIPTION

# HEAD OF IT

## System and Infrastructure Maintenance

- Maintain and improve the network and infrastructure and develop a rolling replacement programme for hardware.
- Ensure that systems and infrastructure are robust, reliable and cost-effective.
- Lead on cyber security and resilience, ensuring adequate controls and staff training are in place, and that the school monitors and responds to new risks as they arise.
- Maintain disaster recovery and business continuity plans.
- Equip staff and students with appropriate devices for their needs.
- Maintain the IT/AV equipment inventory and ensure appropriate checks are performed prior to and during installation.
- Ensure appropriate controls are in place for managing user access.

## Team Management, Customer Service and Day-to-day Operations

- Lead the IT team and manage performance.
- Recruit and develop the IT team to ensure they have the skills and knowledge required.
- Embed an ethos of service excellence in supporting teaching and support staff.
- Assist with resolving helpdesk queries and other IT issues/set-up during busy periods.

## Procurement

- Lead the procurement of IT hardware, software and services, data networks and telecom systems, in line with the school's procurement policy.
- Deliver cost effective solutions for IT needs.

## Compliance

- Update IT policies on a regular basis and ensure these are communicated to staff and students.
- Ensure IT infrastructure and policies support the school's safeguarding responsibilities.
- Ensure GDPR legislation is adhered to by all staff and be responsible for training and monitoring.
- Ensure relevant Health & Safety procedures are followed.



# PERSON SPECIFICATION

# HEAD OF IT

<u>Qualifications</u>	Essential	Desirable
Honours degree or equivalent	X	
Willingness to undertake further training and professional development	X	
<u>Experience</u>		
Experience of running an IT function in a complex environment	X	
Experience of managing an IT team	X	
Experience of running a budget and managing multiple projects	X	
Experience within a school environment		X
<u>Knowledge, Skills and Abilities</u>		
Technical knowledge of systems and infrastructure	X	
Vision, commitment, focus, professionalism, decision making and the ability to adapt to a changing environment	X	
Ability to link issues and see the bigger picture, including potential solutions	X	
Ability to get on with others, to provide expert advice but adapt to the needs of others	X	
Ability to communicate the advantages and disadvantages of a particular approach while considering the needs and opinions of users	X	
Ability to explain systems to a wide audience of stakeholders, including: families connected to the school; pupils; teachers and governors	X	
A focus on customer service and an ability to listen	X	
A willingness to work at all levels as required to maintain operations	X	
Persistence, curiosity, optimism, flexibility	X	



## Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

## Hours of Work

40 hours per week - Monday to Friday, 8am to 4.30pm with 30-minute unpaid lunch break.

Some flexibility will be required to meet the needs of the school, and in the event of hours IT emergencies.

## Salary Details

In the region of £65,000 - dependent upon skills and experience.

## Key dates

Closing Date: 26th January 2026 at 12pm

Interviews: W/C 26th January 2026

*We reserve the right to close this vacancy early, upon receipt of sufficient, suitable applications.*

