



St Leonards
St Andrews

HEAD OF IT

INFORMATION PACK



Contents

1. **The Role: Head of IT**
2. **Discover St Leonards - the School and Ethos**
3. **Role Responsibilities**
4. **The Person Specification**
5. **The Application Process**



Head of IT

Responsible to: Director of Finance and Operations, supporting wider Executive

Responsible for: MIS Officer, IT Technician

Salary: c.£58k - £63k, commensurate with the level of skill and knowledge of the applicant.

Hours of work: Full time, 37.5 hours per week (some flexible working available).

Job Overview

Approaching its 150th Anniversary in 2027, the School is entering a pivotal period of strategic development, with technology playing a central role in supporting its future ambitions. This is a career-defining opportunity for an outstanding Head of IT to lead the School's digital evolution and ensure technology underpins excellence across teaching, learning and operations.

Reporting to the DFO, the Head of IT will provide strategic leadership and operational oversight of all IT and digital services. The role will lead a programme of digital transformation, ensuring systems are robust, secure and innovative, while supporting educational delivery, operational efficiency and long-term growth.

This senior leadership position requires a combination of strategic vision, technical expertise and strong stakeholder engagement. The successful candidate will oversee IT operations, cyber security, data protection and infrastructure, while managing budgets, suppliers and a small internal team. Acting as Data Protection Officer, they will ensure compliance with relevant legislation and best practice, safeguarding the School's systems, data and reputation.

The role will work closely with the Executive Team, Governors and colleagues across the School to deliver a forward-looking IT strategy that supports innovation, resilience and continuous improvement.

Job Purpose

- To provide strategic leadership and operational oversight of all IT and digital services across St Leonards School.
- To lead the School through a period of strategic digital development, ensuring that technology effectively supports teaching and learning, operational efficiency, cyber security resilience and long-term growth.
- To combine strategic planning, operational management, cyber security leadership and data protection accountability.
- To ensure that IT services are robust, secure, innovative and aligned with the School's wider strategic objectives..

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward-thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged five to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with 530 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 38 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Since then, St Leonards has been named winner of the BSA Boarding Research (Boarding & Wellbeing) Award 2022, Independent School of the Year 2024 for Academic Performance (A Level/IB) and most recently Scotland's Independent School of the Year 2026 for Academic Excellence by the Sunday Times.

The average IB Diploma points score in 2024 was 36, with over 86% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector-leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life,

Ad Vitam.

Main Areas of Responsibility:

Strategic Leadership & Digital Development

- a. Design and develop, implement and regularly review the School's IT and Digital Strategy in alignment with the overall School Strategic Plan.
- b. Lead digital transformation initiatives that enhance teaching, learning and administrative efficiency.
- c. Chair or contribute to digital roadmap planning, ensuring clear priorities and measurable outcomes.
- d. Advise the Executive Team and Governors on emerging technologies, risks, opportunities and sector trends.
- e. Ensure digital infrastructure supports future growth, resilience and innovation.

IT Operations & Service Delivery

- a. Oversee the delivery of effective, responsive and high-quality IT support services to staff and pupils.
- b. Ensure appropriate service levels, performance monitoring and continuous improvement of IT support.
- c. Maintain robust IT infrastructure including networks, servers, cloud services, devices and telephony (mobile and fixed line).
- d. Ensure business continuity and disaster recovery plans are in place, tested and regularly reviewed.
- e. Monitor system performance and uptime to ensure minimal disruption to teaching and operations.

Cyber Security & Risk Management

- a. Lead the development and continuous improvement of the School's cyber security framework.
- b. Work with internal colleagues and external suppliers to strengthen cyber defences and system resilience.
- c. Ensure compliance with recognised security standards and best practice.
- d. Oversee risk assessments, penetration testing, patch management and incident response planning.
- e. Report cyber risks and mitigation strategies to senior leadership and Governors.
- f. Guide the Executive on incident management planning and lead on SAR requests and IT Cyber breach.

Data Protection & GDPR (DPO Function)

- a. Act as the School's Data Protection Officer (DPO).
- b. Ensure compliance with UK GDPR and Data Protection legislation.
- c. Maintain oversight of data processing activities and the School's Data Protection Policy.
- d. Manage data breaches and report incidents as required.
- e. Provide training and guidance to staff on data protection responsibilities.
- f. Oversee Data Protection Impact Assessments (DPIAs).

AI integration and oversight

- a. Oversee the strategic implementation, governance, security, and ethical use of AI technologies within the school.
- b. Ensure that AI systems support educational objectives while protecting data, maintaining compliance with regulations, and promoting responsible AI use among staff and students.

Budget & Financial Management

- a. Develop and manage the annual IT budget.
- b. Lead long-term IT financial planning and capital investment proposals.
- c. Ensure cost-effective procurement of hardware, software and services.
- d. Monitor contracts and licensing to ensure value for money and compliance.
- e. Present budget updates and investment proposals to the Finance, IT & Estates Committee.

Supplier & Contract Management

- a. Manage relationships with external IT support providers (including IO or equivalent).
- b. Oversee third-party contractors, cyber security providers and website managers.
- c. Negotiate contracts, service level agreements and renewals.
- d. Ensure suppliers meet performance, compliance and safeguarding expectations.

Team Leadership & Line Management

- a. Line manage the IT team, including:
 - Help Desk Technician
 - Database (MIS) Officer
- b. Set clear objectives, performance standards and professional development plans.
- c. Foster a culture of service excellence, accountability and continuous improvement.
- d. Ensure appropriate cover arrangements and succession planning.

Teaching & Learning Innovation

- a. Work closely with academic staff to support digital learning initiatives.
- b. Promote effective use of educational technology in classrooms.
- c. Support staff training and digital upskilling.
- d. Identify opportunities to enhance pupil digital literacy and innovation.

Governance & Reporting

- a. Member of the Digital Strategy Group.
- b. Work closely with the Executive Team.
- c. Provide reports and updates to the Finance, IT & Estates Committee and Board of Governors.
- d. Contribute to risk registers and compliance reporting.

Cross-School Collaboration

Collaborate with:

- a. Senior Leadership Team
- b. External Relations (CRM, digital marketing, website)
- c. Finance (systems integration and compliance)
- d. HR (systems, payroll interfaces, staff data)
- e. Estates (infrastructure, cabling, physical security)
- f. Commercial operations
- g. External website managers & third party contractors.

Person Specification

Essential

- a. Honours degree (or equivalent professional experience) in IT, Computer Science or related field.
- b. Recognised IT professional qualifications.
- c. Significant experience in senior IT leadership.
- d. Experience managing cyber security frameworks and risk.
- e. Experience managing budgets and external suppliers.
- f. Strong team management and leadership capability.
- g. Demonstrable knowledge of GDPR and data protection compliance.

Desirable

- a. Experience in the education sector.
- b. Experience acting as DPO.
- c. Experience leading digital transformation programmes.
- d. Cyber security certifications (e.g. CISSP, CISM, CEH).

Personal Attributes

- a. Strategic thinker with strong operational delivery capability.
- b. Calm and decisive under pressure.
- c. Excellent communicator across technical and non-technical audiences.
- d. Highly organised with strong governance awareness.
- e. Committed to safeguarding and pupil wellbeing

THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

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 a PVG (Disclosure Scotland) membership and two satisfactory references, one of which must be the current employer.

Applicants must have the right to work in the UK.

Applications can be made by sending your c.v. and covering letter to recruitment@stleonards-fife.org .

Closing time and date for applications is 12.00 noon on Monday 18 June 2026.

Early applications are encouraged as St Leonards reserves the right to interview and appoint at any time.

Any questions may be directed to the Recruitment Team using the above email address in the first instance.