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GIRLS' SCHOOL

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WELCOME FROM THE HIGH MISTRESS

St Paul's Girls' School (SPGS) is an extraordinary school. Not only does it regularly achieve the best GCSE and A level results in the country, but it has a truly distinctive ethos, focused on nurturing creativity, curiosity, and a love of academic discovery. Ours is a school full of opportunity where students are encouraged to take responsibility, to get involved and to broaden their horizons. They are actively engaged in service to the community and local partnerships abound. Friendships made at SPGS last a lifetime.

The education we offer is classical yet forward-looking, encouraging students to take risks, think ambitiously and play a leading role in the world beyond school. It is no coincidence, therefore, that amongst our alumnae we count leading scientists, journalists, artists and politicians. One of our earliest students was Rosalind Franklin, whose brilliant pioneering work was pivotal to the understanding of DNA.

The co-curricular programme at SPGS is wide ranging and ambitious. Music plays a central role. The composer of *The Planets*, Gustav Holst, was Director of Music at the school for over 30 years, and his legacy continues. Likewise, the quality of drama and art is very high indeed and we believe this is crucial to a rich education. Sport features strongly too, with an emphasis on wellbeing and teamwork. Most important of all, however, is our belief that all students should receive the kindest and most individual of pastoral care, and this feature is fundamental to our school.

SPGS remains the most dynamic school I have ever had the pleasure to work for and I hope that you will consider joining us.

Sarah Fletcher

Sarah Fletcher

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AN INTRODUCTION TO SPGS

St Paul's Girls' School is an historic and highly successful day school in west London, welcoming students aged 11 to 18. It was founded in 1904 by the Worshipful Company of Mercers as one of the first purpose-built schools for girls and was designed by the architect Gerald Horsley. It is one of the country's leading independent secondary day schools for girls and is a lively academic community with excellent facilities for all subjects.

There are approximately 800 students on roll, coming from a wide range of feeder schools across both the state and independent sector and there is a thriving sixth form of about 230 students.

Entry to the school at 11+ is by competitive exams held in January and at 16+ in November, and there is heavy demand for each place. Public exam results are consistently outstanding and about 40% of all students every year move on to Oxford and Cambridge. Increasing numbers also go on to higher education at Ivy League colleges in the United States. Aspirations and achievements in many areas go well beyond what one would normally expect from a school, making SPGS a very exciting and stimulating place in which to work.

The emphasis on liberal learning established by the first High Mistress, Frances Gray, finds expression today in an academically adventurous curriculum, which encourages intellectual freedom, discovery, and the joy of scholarship. Pastoral care is excellent, and all students are placed in small tutor groups to ensure the highest standards of personal attention and development. There is a vibrant co-curricular life and a busy programme of partnership and service activities, which demonstrate the importance of collaboration, diversity and inclusion, and which empower students to make a difference in the world beyond school.

We have an excellent reputation for the creative and performing arts, with students contributing to an exciting programme of musical and dramatic performances and art exhibitions. Our co-curricular programme is full and varied, offering innumerable opportunities for students to develop their individual interests and skills, from debating to fencing, chess to Fem Soc. We have an active and popular society focused on sustainability, which works closely with the school to raise awareness of environmental issues and to reduce our carbon footprint, a project to which we are deeply committed.

The school is well accustomed to sporting success, with hundreds of fixtures played throughout the year and opportunities for all ages and talents. Our pitches, tennis and netball courts, sports hall and pavilion are close by, offering some of the best sporting facilities a central London school could wish for.

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AN INTRODUCTION TO SPGS

Diversity and inclusion sit at the heart of the school. We believe passionately that it is our moral imperative to contribute to social mobility through education and to work to reduce the attainment gap, which, the EPI reported, has stopped closing for the first time in a decade. Our bursary programme currently provides financial support to 11% of students, and we are at the beginning of an exciting journey to increase that figure significantly. Our bursary students enrich our school community beyond measure, bringing with them differing world views and lived experiences that contribute to a wonderfully diverse student body. This ambitious target will position SPGS as the leader in bursary provision in the UK amongst independent all-girls schools.

We recently established the Paulina Foundation, a separate entity through which fundraising for bursaries, partnerships and buildings takes place. In May 2024 we will be launching our new 'Opening Doors' campaign with significant targets to ensure that we are able to meet our goals and make an SPGS education accessible to any student who meets the academic criteria.

Our partnerships programme has grown considerably in recent years. We work extensively with primary schools, secondary schools and the local community to widen educational opportunities by sharing our facilities and expertise and to provide mechanisms by which we can learn from each other. Our staff and students are engaged in numerous projects, from our Primary Hub where students mentor primary students, to our Friday service programme, which sees our Y12 students off timetable for an afternoon a week to pursue service activities.

Additionally, our collaboration with St Paul's School continues to grow, with an increasing number of opportunities for all staff to get involved.

We are committed to providing a cutting edge, relevant and future proof education for our students. To that end, the school has invested significantly in a programme of building works and refurbishment, including a new Centre for Design & Innovation (CDI), which will house our computer science and creative technology department, alongside sculpture, art and design.

The development of new technologies will impact every career and every aspect of our lives; the creative industries are the fastest growing sector of the UK economy, accounting for 1 in 6 jobs in the UK. It is essential, therefore, that we ensure our students are fully equipped with the skills, knowledge and expertise they need to navigate a digital world with confidence and that we prepare them for the careers of tomorrow. The building will house art & sculpture studios, with a live broadcast studio, maker spaces and tech labs, and encourage interdisciplinary activities across the breadth of the curriculum, as well as creating opportunities and capacity for partnerships work.

This is an exciting period for the school as we build on the extraordinary foundations of the past to ensure the education we provide is forward-looking and responsive to future needs.

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OVERVIEW OF THE IT SYSTEMS

In 2020, partly due to COVID, the school embarked on an ambitious project to overhaul the infrastructure, systems, devices and classroom experience to align the school with current best practices with a forward-looking ambition.

The school has transitioned mainly to cloud-based services (where suitable), with Office 365 as the central productivity suite for all users.

High-bandwidth Wi-Fi has been deployed to all site areas, and the core network has been reconfigured with enhanced security and segmentation to manage the numerous networks in use.

The school is now 1:1 device-based for students (mandatory enrolment within Intune /device purchase through for school for our lower and middle schools), but retains dedicated computing facilities for specialist areas such as CS & CT. All Teaching and Operational & Administrative Staff are issued with a touch-screen laptop at onboarding (as the role dictates), which is docked when office-based and in classrooms.

All teaching areas of the school are equipped with standardised large-format touch screens.

The school utilises iSAMS as the management information system, which feeds numerous systems through APIs. Other systems include Planet eStream, My School Portal, iTrent (HR), ACT Access Control and Milestone CCTV.

Significant investment has been made in our two event spaces, including full recording and streaming capabilities, which are used almost daily. To further enhance AV, NDI and Dante are now used to transmit video and audio across the network and factor heavily in the new CDI building due to open in May 2024.

The IT/AV demands for the team are significant due to the nature of the school's performance but extremely varied, with each member becoming a specialist in their area.

The current Director of IT is moving on to a new role closer to their home location.

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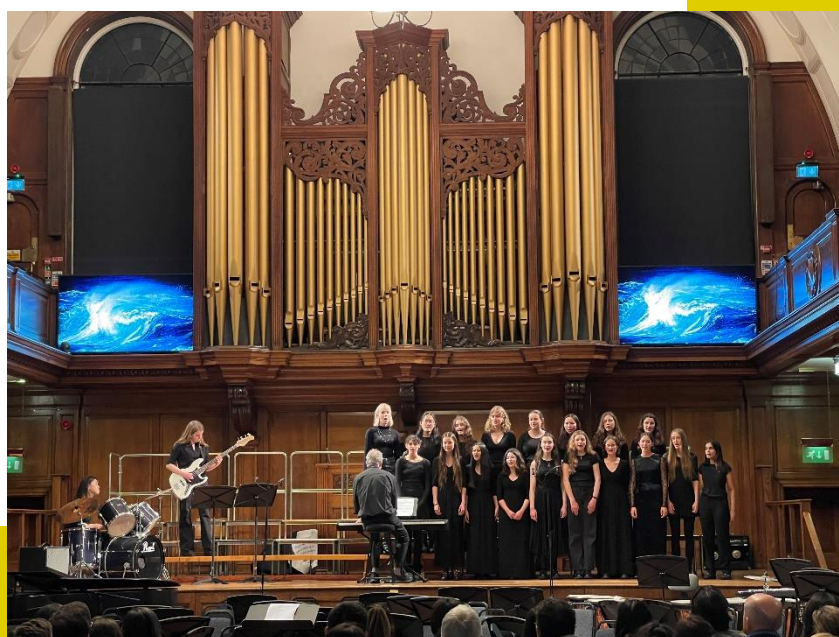
ROLE DESCRIPTION

The primary objective of this position is to execute the school's IT strategy, play a key role within the Digital Strategy Group, and align with the objectives of the Senior Leadership Team. This entails overseeing the enhancement and maintenance of the school's IT infrastructure and its academic and administrative IT and AV systems in accordance with the school's five-year plan. The post-holder will streamline administrative processes and demonstrate outstanding team management and communication skills.

Main Duties and Responsibilities

Principle Duties

- Responsible for analysing the school's IT requirements and developing, implementing, and maintaining systems and processes based on those needs.
- Responsible for all aspects of IT, the infrastructure, the full spectrum of devices, reprographics and audiovisual, with special attention paid to the commissioning configuration and security of IT systems.
- Responsible for cyber security, adhering to industry best practices, and commissioning regular third-party audits and reviews to mitigate vulnerabilities and cyber attacks.
- Responsible for implementing and further developing the Student Device Policy as determined by the DSG.
- Online Safety Co-Ordinator. Responsible for school web filtering and e-safety solutions, ensuring full compliance with KCSIE and the Department for Education.
- Developing and enhancing technology to support the digital aspirations of the school, and to ensure our network and systems are neither the driving force nor the limiting factor in the school's operation.

- The identification of school IT skills and training requirements.
- Oversight and direction of IT operations during critical incidents.

Leadership and management

- Manage the performance of the IT Team through regular reviews, target-setting, training, and maintaining good morale and well-being.
- Maintain and develop a service & support culture focused on the needs of the users of our network, equipment and systems.
- Ensure the overall team has the appropriate breadth and level of skills to support the schools effective use of digital and IT services, anticipating future needs aligned to the pursuit of the schools overarching Digital Strategy and setting professional development plans accordingly.
- Maintain an up-to-date work schedule and the IT Team's target completion dates.

Policy, Administration and Liaison

- Oversee the school's IT strategy and five-year plan to support the school digital strategy.
- Oversee the implementation and full lifecycle of the Student Device Policy, liaising with parents, ensuring compliance is being adhered to, and escalating where needed to the DSG, actioned by the Director of Strategic Development.
- Contribute to developing acceptable use (and related) policies for students, staff and the wider school community in liaison with the DSG.

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ROLE DESCRIPTION (Cont.)

- Responsible for effective and robust processes and procedures surrounding the onboarding and offboarding of staff and students concerning IT systems.
- Support and guide technical aspects of the school's Online Resource Approval process.
- The development of IT user documentation and induction material for new staff and the issue of occasional bulletins on IT policies, procedures and work schedules.
- Negotiating and managing maintenance and support contracts with suppliers.
- Supporting contract management of systems overseen by stakeholders.

Patching, Backup and Business Continuity

- Oversee system patching policy and ensure the Network Manager carries out regular updates in accordance with established procedures, including approval and logging.
- Develop and maintain the business continuity plan, overseen by the DSG, such that all core on-premise systems and cloud infrastructure are backed up appropriately, stored correctly and securely, with readily available fail-over, and fully tested at regular intervals.
- Managing the process by which the IT disaster recovery plan is kept up-to-date, has been approved by the DSG, and is fully tested at least once a year.

Data and Information Systems

- Working with the Information Systems Manager to oversee the school's data & information provision, associated data transfer services and parent portals.
- Ensure documentation and workflows are recorded and developed to outline key business processes.
- Working with the DSG:
  - Ensure that changes to data processing are risk assessed and impact assessments are recorded appropriately per the school data protection policy.
  - Work closely with stakeholders who are responsible for data held within databases to meet GDPR requirements and ensure timely access to reports and statistics.
  - Oversee compliance with data retention policy and provide technical advice and support to enable the school to meet the requirements of the GDPR

- Oversight of:
  - Databases critical to the management information system on the academic and support networks.
  - Management of secure access to resources and information for all users, both onsite and remotely, using a variety of systems, processes and devices

Finance

- Manage and control the IT and related budgets, ensuring school-compliant spending and cost control, providing yearly and five-year forecasts, and complying with finance department procedures.
- Preparing annual budget estimates for routine expenditure and specific projects for presentation at DSG.
- Manage the tendering process for the purchase of IT equipment and to ensure all purchases are received and submitted on time.
- Liaising with the Heads of Departments to prepare their IT budget requirements.

Service & Helpdesk
Working with the IT Services Manager to ensure:

- Correct management arrangements for an efficient helpdesk to support staff, students and the broader school community (governing board, etc).
- All hardware and software is installed correctly.
- Regularly auditing demands upon the helpdesk to improve efficiency and analyse requirements.
- To provide information regarding IT training needs and ensure the delivery of a staff training program.
- Correct management and maintenance of an up-to-date asset list for all IT equipment.

Project management

- Identify the requirements for new or replacement systems, hardware, support contracts, and new technologies per DSG Project Management procedures.
- To oversee project initiation and tracking processes are up-to-date and adhered to for informed oversight and decision-making by the DSG.
- Liaise with users to specify and agree to system requirements and lead the procurement involving users as necessary.

- Ensure the proper management of the installation and integration of new systems, including testing and development.
- Support users and stakeholders in configuring new systems and the need for stakeholders to amend procedures, documentation and policy to reflect changes to their workflow, including necessary risk and impact assessments.
- Support stakeholders with the appropriate training and skills to embed new systems in their departments before, during and after installation.

Research & Development

- Working with the DSG and involving teaching and O&A staff to implement effective research into and trials of new technology as required.
- Keeping abreast of general and educational sector IT developments and participating in continuing development of IT at the school, networking with other similar schools.
- Liaising with hardware and software suppliers, and advising staff of any new developments that may be applicable to school needs.

Infrastructure & Communications

- Oversee a fit-for-purpose, high-speed, safeguarded, robust and resilient network with site connectivity that meets the school's needs appropriately configured with security and segmentation.
- Overall responsibility for the management and configuration of the school's Teams-based phone system and the management of the school's mobile phone contract and distribution of managed mobile phones to key personnel within the school.
- Maintain up-to-date records and documentation of the network configuration.
- Organise regular penetration testing to detect and uncover potential vulnerabilities in internal and external-facing networks.
- Maintain existing and, where necessary, develop secure links for remote working from offsite.
- Programming of all maintenance and 'downtime' to ensure the smooth running of the system and to minimise disruption to teaching, as well as ensure best practice steps are taken and audit/logs are kept.

Other Duties & Responsibilities

- Maintain a heightened awareness of copyright and data protection as well as compliance with school and sector-wide guidance, regulations, policies and procedures.
- Actively seek to implement and comply with school safeguarding policies and procedures, and demonstrate a commitment to the safety and welfare of children.
- Actively seek to implement school occupational health and safety policies in relation to the duties of the post, and at all times to give due regard to the health and safety of both themselves and others when carrying out their duties.
- Reporting all accidents to the Director of Operations via the school accident reporting procedure.
- Informing the Director of Operations of any concerns regarding Health & Safety and safe working practices.
- Actively seek to implement the school equal opportunity policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested and are appropriate to the role.

Revision of Job Description
According to the development and requirements of the school, job descriptions may need to be reviewed and updated periodically after consultation with the job holder.

PERSON SPECIFICATION

Technical Skills / Professional Qualifications

Essential technical skills within the following areas:

- Microsoft Windows
- Microsoft Office
- Windows Server Systems, including Active Directory, Group Policy, Network Policy Server and Radius configuration
- Microsoft Entra ID
- Microsoft InTune
- Layer 2/3 Network configuration
- Enterprise Wi-Fi and firewall configuration

Desirable professional qualifications from the following areas:

- Microsoft Server Platforms
- Microsoft Azure / Entra ID
- Networking (Advanced Level)

Desirable technical skills:

- Reporting analytics
- Sorting and presentation of complex data

Desirable specialist software/systems/technology:

- Microsoft Office 365 environment
- Microsoft Azure Cloud Services

Experience Required

- Team leadership and development of individual roles, maintaining positive morale and cohesive team working
- 5 or more years of progressive IT experience (experience in and educational environment preferred but not essential)
- Exceptional interpersonal and communicative skills, and experience in working with non-technical individuals in a demanding environment
- Creation of flow charts, plans and detailed supporting documentation to support policies, mapping of processes and system design.
- Experience managing a large network with 500+ users, as well as device and user configuration policies
- Ability to prioritise a demanding schedule and competing priorities
- Critical eye for detail and a natural curiosity to challenge the status quo
- Proven ability to self-teach, train colleagues and support within a varied environment

Terms and Conditions

- 40 working hours a week (8.00am to 5.00pm Monday to Friday)- throughout the year.
- Contributory pension scheme.
- Free lunches, tea and coffee.
- Use of school sports facilities during allocated staff times.
- Access to season ticket and cycle loans.

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FURTHER INFORMATION AND HOW TO APPLY

Terms and Conditions of the post
Full time, permanent
Salary range £65,000-£70,000 per annum dependent on qualifications and relevant experience
Successful candidates for posts here are required to complete a medical declaration and undergo the normal DBS checks.

Reports to:
Deputy Head, Director of Strategic Development

Responsible for:
Line management of the Network Manager, Information Systems Manager and IT Services Manager

Application and interview procedures
Further information about the role and how to apply can be found on our website https://spgs.org/vacancies/. Please submit your applications before midday on the closing date. Applications will not be considered without a covering letter, CV, and completed application form. We recommend that candidates apply as soon as possible since applications will be reviewed as they are received, and interviews arranged on a rolling basis.

Disclosure and Barring Service (DBS) and overseas police checks
St Paul's is a "registered body" under the Police Act 1997 because employment here involves access to children under the age of 18. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) before we can confirm an offer of employment. Unless you are a member of the DBS Update Service you will need to apply for a new disclosure, even if you already hold one. Former members of staff who are not on the Update Service who re-join us also require fresh disclosures unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of 3 months or more during the past 10 years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

Safeguarding guidelines
The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with our child protection policy statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children at St Paul's, they must report any concerns to our safeguarding designated teacher or to the High Mistress.

St Paul's Girls' School is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Closing date: Tuesday 16 April 2024, midday
Interview date: Week commencing 22 April

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Contact us to find out more

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