



BREDON
SCHOOL



School IT Manager
Appointment Brief



About Bredon School

Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

Appointment of School IT Manager

Job Title: School IT Manager

Responsible to: Bursar

Hours of work: Permanent, full-time(36.25 hours per week); 8.30am until 4.30pm and occasional days for training / inset / Open days and events. Term-time only plus 8 weeks. Four days per week considered.

Salary: £35,000 per annum (for full-time)

Overview:

We are seeking a highly skilled, proactive, and hands-on IT Manager to lead the management, development, and support of the school's IT infrastructure.

The successful candidate will ensure that our systems run efficiently and securely, supporting outstanding teaching and learning through reliable technology.

This is an exciting opportunity for a technically experienced individual who thrives in a dynamic school environment and enjoys combining technical expertise with user support and project delivery.

Job Role:

To manage and develop the school's IT systems, infrastructure, and services to ensure a secure, effective, and resilient digital environment that supports teaching, learning, and administration.

The post holder will oversee the IT budget, liaise with external suppliers, and provide high-level technical support and leadership for all IT operations across the school.

Key Responsibilities:

- Strategic & Operational Management
- Manage the day-to-day operation and strategic development of all school IT systems and networks.
- Plan and manage the IT budget, ensuring cost-effective procurement and maintenance of hardware, software, and services.
- Advise the Senior Management Team (SMT) on IT strategy, policies, and future developments.
- Liaise with suppliers, contractors, and service providers to ensure high service standards and value for money.

Systems Administration:

- Administer and maintain the school's Windows Server infrastructure, Active Directory, DHCP, DNS, and Hyper-V virtual environments.
- Ensure regular system updates, patch management, and performance monitoring.
- Oversee data backups, disaster recovery planning, and testing.
- Manage all user accounts, access permissions, and security policies for staff, students, and guests.
- Cloud & Platform Management
- Administer Google Workspace for Education: manage users, storage, apps, and Chromebooks.
- Support cloud integrations including Microsoft Azure/Entra (if applicable).
- Deploy and maintain cloud-based exam systems such as Pearson POP Online Exams.
- Network & Security
- Manage the school's wired and wireless network (HP Aruba Central).
- Configure and maintain Smoothwall UTM and web filtering systems; create reports and assist DSL/DDSL with safeguarding investigations.
- Oversee antivirus management via Sophos Central.
- Ensure robust cybersecurity and data protection practices are maintained.

Hardware & Infrastructure:

- Maintain and support all IT hardware including servers, PCs, laptops, Chromebooks, printers, photocopiers, and classroom technologies.
 - Manage the Paxton Net2 Access Control system, including user RFID tags and permissions.
 - Oversee the school's CCTV system, ensuring operational effectiveness and compliance with safeguarding and GDPR requirements.
 - Liaise with external suppliers for warranty and repair work.
 - User Support & Training
 - Provide responsive 1st–3rd line IT support for staff and students via the school's helpdesk system.
 - Support the integration of technology in teaching and learning.
 - Deliver user guidance or brief training as required to enhance digital literacy among staff.
-

Asset & License Management:

- Maintain a comprehensive IT asset register and manage all software licensing.
- Oversee the renewal of maintenance contracts, warranties, and service agreements.
- Innovation & Development
- Evaluate and implement new technologies that improve teaching, learning, and operational efficiency.
- Ensure systems comply with relevant safeguarding, GDPR, and cybersecurity best practices.

Other Responsibilities:

- Any other duties negotiated with the Headmaster and Senior Management Team.

Health and Safety:

- To safeguard the health and safety of pupils and colleagues whether on the school premises or engaged in school activities elsewhere.
- To carry out any necessary risk assessments in line with the school's health and safety policy.

Generic Accountabilities:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

Safeguarding Children:

- In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, the post holder will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.
-

Confidentiality:

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data Protection:

During the course of your employment the post holder will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations and properly applied to pupil, staff and school business/information.

Benefits

- Free onsite parking
- Free lunch provided in term time
- Beautiful working environment

Person Specification

	Essential	Desirable
Qualifications/ Experience	• Relevant IT qualification (e.g. CompTIA, Microsoft, CISCO or educated to degree level in IT or Computer Science • Evidence of continuing professional development in IT systems and cyber security.	• NetSupport remote management (Windows & Google) • Paxton Net2 Access Control system • Microsoft Azure / Entra ID administration • Experience supporting online exam systems such as Pearson POP • Experience supporting a BYOD (Bring Your Own Device) environment. • Understanding of GDPR, data protection, and safeguarding in education.

Person Specification (cont.)

	Essential	Desirable
Skills/ Knowledge	• Microsoft Windows Server 2022/2025 • Active Directory, DHCP, DNS, TCP/IP • Hyper-V virtualisation • Google Workspace administration • PaperCut print management • HP Aruba Central • Smoothwall UTM / Cloud management • Sophos Central Antivirus • Windows 10/11 desktop support • 3CX IP phone management • Experience of managing IT systems in a multi-user environment (preferably education sector). • Strong communication and organisational skills, with the ability to work independently and manage competing priorities.	
Personal competencies and qualities	• Effective communication and Inter-personal skills • Flexible approach • Team player • Effective time management • Accuracy and attention to detail • Excellent organisational skills • Ability to work with minimal supervision • Discretion, tact and confidentiality • Troubleshooting and problem solving skills	

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.