



# THE PERSE

## SCHOOL

CAMBRIDGE



## Deputy Director of IT

### Candidate Pack





The Perse School, founded in 1615, is one of the country's leading co-educational independent day schools and a charitable company educating around 1,750 children aged 3-18 with over 450 staff.

The school provides an exceptional education which is both traditional and innovative, ambitious and caring, understanding and structured, industrious and fun. Located in Cambridge, it comprises three schools: the Pelican (3-7), the Prep (7-11) and the Upper (11-18), with a partner school in Singapore (The Perse School Singapore), which opened in January 2025 and is independently owned and operated.

The school is in the UK top 30 of The Times Independent Schools Exam Results league table for A-level, with over 30 students regularly receiving Oxbridge offers. The school is consistently oversubscribed and in strong financial health with an annual turnover of around £40 million.

In addition to the day-to-day curricular and extra-curricular activities of the schools, The Perse provides public benefit to local and international communities, working with over 20 local state schools and Christel House Schools overseas to raise educational attainment.

### Key facts and figures:

- **Independent School of the Year** for academic performance East Anglia 2024, 2025 and 2026 .
- **Independent School of the Year** East Anglia 2026.
- A beautiful **27-acre site**, featuring state-of-the-art science labs, the Peter Hall Performing Arts Centre, extensive sports fields and the brand new Perse Sports Centre with 25m swimming pool, sports hall and climbing and bouldering walls.
- Excellent pastoral care ensuring that children feel happy and secure in their surroundings.
- Ranked as one of the **top 30** schools for A level results by *The Times* Independent School Exam Results league Tables.
- Ranked in the **top five** independent schools nationally for Oxbridge offers.





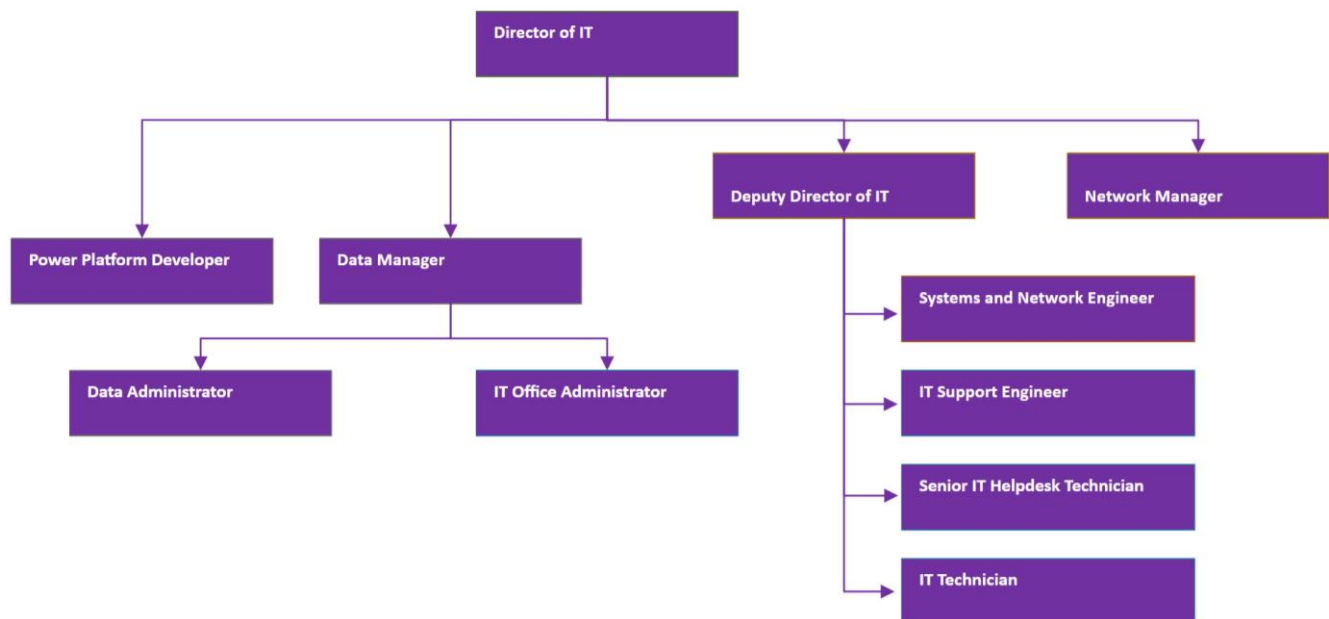
## The IT Department

The IT Department is a key support function within the School, providing reliable, responsive and forward-looking technology services across the Perse. Although the department is based at the Upper School, it supports staff and pupils across the Upper, Prep and Pelican Schools.

The department has a broad and varied remit, encompassing traditional IT infrastructure such as networks, servers, devices and Wi-Fi, alongside the continued development of cloud services, digital platforms and cyber security. Safeguarding is central to our work, with filtering and monitoring forming an important part of our day-to-day responsibilities.

Artificial intelligence is an exciting and rapidly developing area for both the department and the wider School. We are actively exploring how AI can be used safely, effectively and responsibly to enhance working practices, support teaching and learning, and improve the services we provide.

The structure of the department is outlined below. The department also has a close working relationship with the Director of Digital Learning.





**Salary:** £65,000 depending on qualifications and experience

**Working hours:** 37.5 per week, full year

## Introduction

The Deputy Director of IT is a newly enhanced role, replacing the current IT Manager position, and has been designed to work closely alongside the Director of IT to provide greater strategic focus within the School's IT function.

While the role carries significant leadership and strategic responsibility, it remains a highly hands-on technical position. The successful candidate will be expected to work across all levels of IT service delivery, from contributing to infrastructure, systems and cyber security projects through to supporting end users and assisting with helpdesk activities when required.

The ability to communicate clearly and effectively with both IT specialists and non-specialist colleagues, pupils and stakeholders will be essential, ensuring that technical information is understood, issues are resolved efficiently, and technology is seen as an enabling service across the School. This role is well suited to an individual who enjoys remaining closely connected to day-to-day technical operations while helping shape the School's longer-term technology strategy.

## Job Purpose

To support the Director of IT in the strategic leadership, operational management and development of IT services across the Perse School.

The Deputy Director of IT's role will include:

- Lead day-to-day IT operations across the three schools
- Deputise for the Director of IT when required
- Provide senior technical and managerial leadership to the IT team
- Drive service excellence, technical standards, cyber resilience and continuous improvement

The role combines operational leadership, senior technical oversight, hands-on involvement in the delivery and support of IT services, and an increasing strategic contribution to the development of technology across the School.

In the absence of the Director of IT, the Deputy Director of IT will assume responsibility for the operational leadership of the department, when required, representation at relevant internal meetings, including the Senior Bursary Team and the Executive Leadership Team meetings and urgent strategic and security decision-making.

## Line Management

The Deputy Director of IT will directly line-manage the Systems and Network Engineer, IT Support Engineer, Senior IT Helpdesk Technician and the IT Technician.





## Key Responsibilities

### Operational Leadership

- Lead the day-to-day operation of IT services
- Ensure service reliability and performance
- Act as operational escalation point for complex technical and service issues.
- Oversee the IT helpdesk
- Ensure IT documentation and asset registers are accurate and maintained

### Strategic Delivery & Development

- Support the Director of IT in developing and implementing the School's IT strategy
- Translate strategic objectives into structured operational roadmaps and project plans
- In collaboration with the Network Manager, provide leadership and a point of escalation for IT projects, including infrastructure upgrades, system migrations and platform developments
- Evaluate emerging technologies and recommend adoption where aligned to School priorities
- Contribute to long-term digital development across teaching & learning and support staff functions
- It is expected that the Deputy Director of IT will attend the IT Strategy Group and meet with the Director of Digital Learning regularly.

### Infrastructure, Systems & Security

- Working alongside the Network Manager, oversee the performance, resilience and security of all core systems, which include:
  - Servers and virtual environments
  - Microsoft 365 and cloud platforms
  - Network infrastructure (switching, Wi-Fi, firewall, filtering)
  - Telephony and communications systems
- Working alongside the Network Manager, oversee cyber security governance, which includes:
  - Security monitoring and patch management
  - Backup integrity and disaster recovery readiness
  - Alignment with best practice standards
- Contribute to the Critical Incident Manual with a focus on cyber security incident planning and business continuity planning.

### Financial Oversight & Procurement Support

- Support the Director of IT in budget planning and monitoring.
- Provide technical evaluation of procurement decisions.
- Assist in preparing costed project proposals.

### Line Management & Team Development

- Oversee performance management, objective setting and appraisal processes
- Support recruitment, induction and professional development within the team
- Promote high standards of technical discipline and documentation
- Foster a collaborative and proactive team ethos.
- Work with academic leadership across the three schools to ensure IT effectively supports the curriculum.



## Qualifications and professional development

Requirement	Status
Educated to degree level or equivalent professional experience in IT, infrastructure, systems management or a related discipline.	Essential
Evidence of recent and relevant professional development in IT management, cyber security, infrastructure or cloud services.	Essential
Strong working knowledge of Microsoft 365, cloud platforms, network infrastructure and server environments.	Essential
Relevant professional certifications, such as Microsoft, networking, cyber security, ITIL, project management or equivalent.	Desirable
Leadership or management training, or willingness to undertake further leadership development.	Desirable
Knowledge of safeguarding, data protection, cyber security frameworks or compliance requirements relevant to schools.	Desirable

## Technical knowledge and skills

Requirement	Status
Strong technical understanding of server and virtual environments, Microsoft 365, cloud services, network switching, Wi-Fi, firewalls, filtering, telephony and communications systems.	Essential
Ability to assess technical risk, service performance, resilience and security across a broad IT estate.	Essential
Strong understanding of cyber security principles, including patch management, monitoring, backup integrity, disaster recovery and incident planning.	Essential
Strong analytical and problem-solving skills, with the ability to diagnose complex issues and make sound operational decisions.	Essential
Ability to evaluate emerging technologies and recommend adoption where there is a clear educational, operational or strategic benefit.	Essential
Knowledge of IT service management principles, including helpdesk oversight, service standards, incident management and continuous improvement.	Desirable
Familiarity with school systems, safeguarding technologies, filtering, monitoring, MIS platforms or education-specific software.	Desirable

## Leadership and management

Requirement	Status
Ability to provide calm, credible and effective leadership to a technical team.	Essential
Ability to deputise for the Director of IT when required, including representing the department in internal meetings and making urgent operational, technical or security decisions.	Essential
Ability to balance hands-on technical involvement with broader operational oversight and developing strategic contribution.	Essential
Ability to motivate, support and develop colleagues, promoting high standards, accountability and a collaborative team ethos.	Essential
Ability to work constructively with academic and support staff leaders to ensure ICT services meet the needs of the whole School.	Essential



## Job Specific Terms and Conditions

### Working Hours

This post is full time for 37.5 hours a week Monday to Friday with a half hour lunch break (unpaid), and full year. Start and end times may vary in order to enable an effective response to School events and will be at the direction of the ICT Director. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively.

There may be times when planned out of hours work will be required to complete specific projects, additional cover for specific events or public exam set up. This work will be under the direction of the Director of ICT, and time off in lieu will be given as appropriate.

The post is primarily based in the Upper School but there will be a requirement to move between sites when necessary.

### Salary

The starting salary will be £65,000 per annum, depending on qualifications and experience.

### Holidays

Paid holiday entitlement is 6 weeks plus Bank holidays per annum - one week to be taken at Easter, one week to be taken at Christmas and four weeks to be taken as agreed with the IT Director.



## Other benefits

Pension scheme with employer contributions of 13.75%; death in service of 3 x salary; free lunch in term time; free on site parking (subject to availability); cycle to work scheme; free access to fitness suite and swimming pool during times set aside for staff only use.

## Application process

Please click [How to Apply](#) which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR Department at [recruitment@perse.co.uk](mailto:recruitment@perse.co.uk).

## Closing Date

The closing date for applications is **Friday 19<sup>th</sup> June at midday**, but applications will be considered as they are received. The Perse School reserves the right to make an appointment before the closing date.

## Interviews

Longlisted candidates will be required to complete an online IT assessment. Shortlisted interviews will then be held on 25<sup>th</sup> and 26<sup>th</sup> June.

## Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

## Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

