



APPLICATION PACK
FOR THE POST OF
IT Services Manager



CHEAM | Overview

Cheam is a wonderful co-educational prep school on the Berkshire/Hampshire border. The school is situated in a stunning rural location ten minutes from Newbury and fifteen minutes from Basingstoke, just off the A339. It is surrounded by smaller towns and villages from which it draws many of its pupils.

Cheam was founded in 1645 and is one of the oldest prep schools in the world. Cheam is an IAPS boarding and day school with some 375 pupils, boys, and girls. Cheam prides itself on its excellent all-round record academically, musically, artistically and on the sports field. The facilities are outstanding. On completing their life at Cheam, children move on to the top Public Schools in England, including Eton, Wellington, Marlborough, Radley, Harrow, Winchester, Bradfield and St. Mary's Calne. The school is non-selective yet achieves consistently high standards academically.

IT Services Manager

An outstanding opportunity has arisen to join Cheam as a full time, technically proficient and inspiring leader of its IT department at an exciting time in its growth and evolution.

After a period of significant infrastructure investment, the successful candidate will be responsible for developing and implementing Cheam's IT Services Strategy as part of a cross-school collaborative endeavour to secure our place as the leading preparatory School in the country, and the happiest. The IT Services Manager will report to the most senior non-teaching member of staff at Cheam, be a member of the newly created cross-functional Digital Committee and lead a small IT support team.

We are looking for someone who can maintain a safe, secure and reliable IT platform and related systems that enable the provision of a first-class education and efficient business operation. The role would suit an experienced IT professional with a passion for working collaboratively in a fast-paced and friendly environment that makes great things happen.

JOB DESCRIPTION



Reporting directly to Director of Finance & Operations (DFO), the IT Services Manager plays a pivotal role ensuring the safe and reliable operation of IT infrastructure and related systems across the whole School. Supported by an IT Network Manager and IT Technician, the IT Services Manager will also work collaboratively with Cheam's Deputy Heads (Academic, Pastoral, Co-Curricular), its Head of Pre-Prep and the Directors of Teaching & Learning, Digital Learning, and Character.

Strategic responsibilities

- Member of Cheam's newly formed cross-functional Digital Committee.
- Develop and implement Cheam's IT Services Strategy within an approved financial framework that enables delivery of the School's educational and operational plans. In doing so, review, rationalise, integrate and optimise systems, processes and operating models to achieve best-in-class outcomes. This includes exploring the use of AI to support the running of IT services.
- Maintain safe, secure, resilient and reliable network architecture, device hardware and core operating systems, including internet access, internal networking, data storage, device management, printing and telephony. Ensure appropriate systems backup, business continuity and disaster recovery solutions.
- In partnership with Cheam's Data Protection Officer and other key stakeholders, ensure legal, regulatory and policy compliance regarding cyber security, access control, filtering & monitoring and GDPR, and strive for best practice in all areas.
- Codify institutional knowledge and ways of working including an auditable asset register to maintain the physical security of all IT assets.
- Maintain Cheam's dedicated IT risk register and mitigating action plans for Board approval.

Operational responsibilities

- Lead and manage the IT Network Manager and IT Technician with an active focus on their wellbeing, training and development. Ensure staff appraisals are completed to a high standard and on time.
- Oversee day-to-day IT operations including HelpDesk support for pupils and staff. Ensure issues are resolved quickly and effectively, engaging and managing third-party providers, as required.

JOB DESCRIPTION

(continued)

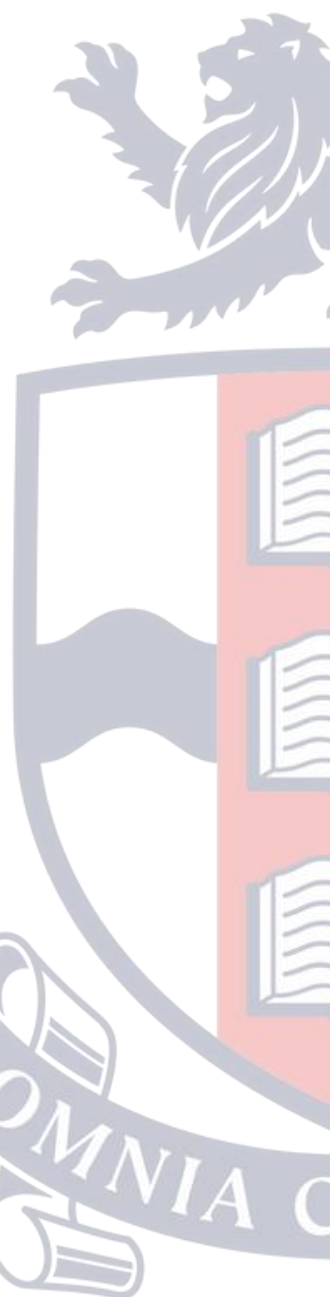


Operational responsibilities (cont'd)

- Maintain and secure Cheam's cloud-based operating environment and cloud-to-cloud back-up system. Assurance on cyber security will include running penetration tests, phishing exercises and other simulations to identify and reduce vulnerabilities and provide regular training for users. Secure best practice accreditation &/or kitemark.
- Partnering with the Deputy Head Pastoral and other key stakeholders to ensure web filtering systems and processes continue to safeguard pupils.
- Monitor account creation and archiving of users.
- Manage and controlling all licensing requirements.
- Maintain the IT Services Handbook.
- Contract-manage the new Managed Print Solution to agreed supply and service standards, ensuring a fast and reliable end-user experience. Similarly, oversee other IT-related procurement, lease and vendor relationships to ensure reliable, high-quality provision, effective risk management and good value-for-money.
- Own, lead and execute agreed IT projects &/or provide technical expertise and support to other School initiatives with an IT interface. Examples include classroom upgrades, system implementations, CCTV and access control, website support, stage lighting & AV systems and recording School events.
- Arrange appropriate user training on new hardware, key systems and core software programmes.
- Develop, implement and track key performance indicators that monitor the ongoing effectiveness of IT Services infrastructure, operating systems and end-user satisfaction.

Financial responsibilities

- Prepare timely and reasoned budget submissions including operating costs and capital expenditure.
- Manage delegated financial budgets in accordance with the School's Financial Procedures & Controls Policy. Submit billing information, invoice approvals and other management information in line with Bursary expectations.
- Provide accurate in-year forecasts and contribute to longer-term planning.



PERSON SPECIFICATION



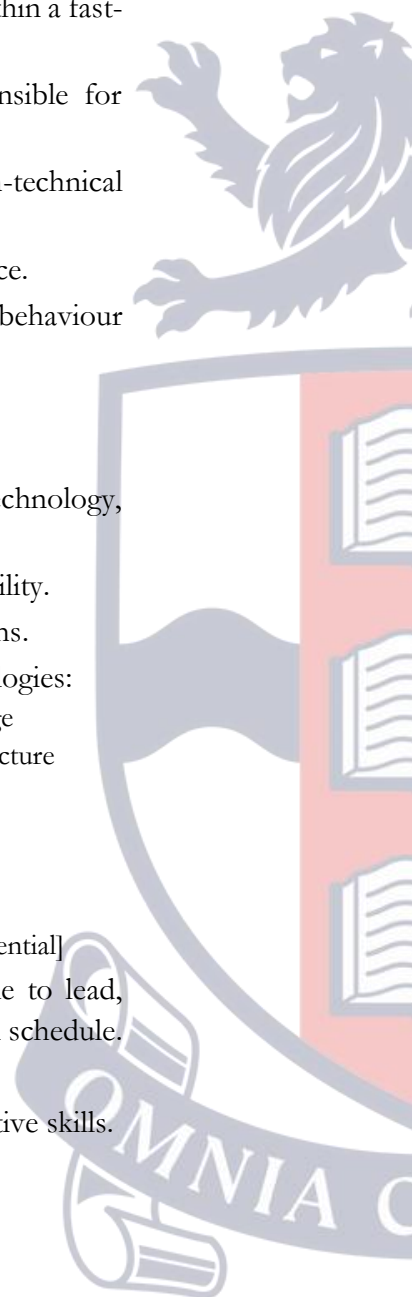
Criteria

The ideal candidate will:

- Be passionate about enterprise-grade infrastructure technology and related systems.
- Be strongly committed to, and understanding of, preparatory education, and possess an appreciation of the application of digital technology within such a setting.
- Possess demonstrable experience delivering and maintaining IT services within a fast-paced school, business or third sector organization.
- Have a proven track record of successfully leading small teams responsible for delivering and maintaining technology services.
- Be able to work collaboratively with a range of technical and non-technical stakeholders.
- Have extensive systems implementation and project management experience.
- Uphold the highest standards of professionalism, discretion and ethical behaviour within a leading co-educational independent day school with boarding.

Qualifications & experience

- Ideally degree-educated with a professional qualification in information technology, information governance, or a related field.
- A minimum of 3 years experience in IT Services, with increasing responsibility.
- A broad knowledge of cutting-edge digital technology processes and systems.
- Experience of working with and supporting a range of information technologies:
 - Microsoft® technologies: 365, Azure, Windows, AD, Server and Exchange
 - Networks: network switches, wireless networks, routers, cabling infrastructure
 - Cyber security: firewalls, web filters, advanced protection and recovery
 - Cloud technologies
 - Audio visual hardware and systems
 - Back-up solutions: cloud backup[Being Microsoft® Certified (e.g. Azure, 365, Security) is desirable but not essential]
- Strong project management and systems implementation experience, able to lead, prioritise and deliver multiple objectives concurrently within budget and on schedule.
- Excellent interpersonal skills, both oral and written.
- Proven leader and change agent, with strong organisational and administrative skills.
- Commercially astute, and able to manage large, complex budgets.



PERSON SPECIFICATION (continued)



Personal qualities

- Able to think strategically and execute operationally.
- Customer-focused subject matter expert.
- Structured and solutions-orientated.
- Driven completer-finisher capable of influencing and implementing change.
- Motivating and positive attitude that empowers others.
- Flexible, creative and adaptable approach to meet the evolving needs of IT systems and digital processes.
- A commitment to achieving IT-led academic and operational excellence.
- Professional and ethical approach with an appreciation for diverse cultures.
- Dedication to ongoing Continuing Professional Development (CPD) and staying abreast of the latest advances in technology in the education sector.

Working at Cheam

It is expected that candidates for all posts will support the strong collective dynamic and inspirational ethos of the educational philosophy of the school and support the community aims of our school life. We are looking for a candidate who has confidence, integrity, humility, fun and humour and is happy to give their time, expertise, skill and intellect to making Cheam a great place for children and colleagues.

At Cheam, we are not only committed to academic excellence but also to the personal growth and character development of each and every pupil. Staff at Cheam are expected to take an active role in helping children reflect upon and grow their characters, using a new initiative, the Cheam Diploma, as a platform to guide and support this process.

Other Responsibilities

A willingness to contribute to the life of the School beyond the usual school day is often required by both teaching and non-teaching staff.



TERMS & CONDITIONS



Salary and Hours

Salary will be competitive, according to experience and qualifications.

This is a full-time non-teaching role, working 40 hours per week during term time and holidays. Hours are usually worked 8.30am-5.30pm Monday to Friday, although as a six-day-a-week School, occasional Saturday and evening work may be required to meet operational requirements. To accommodate this, flexible working arrangements, TOIL and overtime are therefore available.

Holidays

Leave entitlement is 25 days paid holiday in each holiday year (between 1 September and 31 August), not including public holidays. Depending on operational requirements, annual leave is normally taken during School holidays. Staff are expected to attend INSET days just before the start of each term and may be required to complete specific training immediately after the end of term.

BENEFITS

LOCATION

Nestled in 100 acres of beautiful Berkshire countryside



CAREER PROFESSIONAL DEVELOPMENT

including mentoring and a variety of training opportunities



LUNCHES

Meals, snacks and refreshments provided



GENEROUS PENSION SCHEME



WELL-BEING

Focus on staff well-being, yoga classes, team socials and access to physio and counsellors



FACILITIES

Use of school facilities when available



WORKING AT CHEAM



Cheam hires great people. From the inspiring and experienced teachers to the efficient and friendly support teams, everyone contributes to the special environment at Cheam. Cheam offers the brightest of learning environments. It is the perfect place for staff to thrive and grow.

“Having worked in a number of schools, when I found Cheam, it felt the most like home. The team, the amazing site and the positive, can-do attitudes are what makes it a great place to work and live.”

“The pupils who are happy, engaged, so well-mannered and keen to learn make coming to work something I genuinely look forward to.”

“The feeling of camaraderie amongst the staff and being part of the Team Cheam. It’s a very special community.”

“It’s a privilege to work in such a beautiful setting, with a brilliant group of colleagues who make coming to work worthwhile.”

Quotes from Staff Members

- “The quality of the pupils academic and other achievements is excellent.”
- “Pupils throughout the school display extremely positive attitudes towards their learning.”
- “Pupils show highly developed knowledge and strong understanding and skills across their studies.”
- “Pupils are excellent communicators.”
- “The quality of the pupils personal development is excellent.”
- “Pupils show high levels of self-understanding and self confidence for their age.”
- “Pupils behave notably well and show respect and kindness towards others.”
- “Pupils have a strong understanding of how their decisions affect their development.”
- “Pupils are extremely socially aware and collaborate highly effectively across all areas of school life.” *Quotes from the ISI Inspection Report 2023*

See also:

[THE GOOD SCHOOLS GUIDE](#)

[MUDDY STILETTOS SCHOOLS REVIEW GUIDE](#)

HOW TO APPLY & KEY DATES



- Candidates should complete the application form and equal opportunities form found on our website at www.cheamschool.co.uk and provide a covering letter. Applications will not be accepted without a completed application form.
- Covering letters and application forms should be submitted by post to Cheam or online to Kathryn Hathaway, Head of Compliance & HR, at HathawayK@cheamschool.co.uk

Key Dates

Closing date for receipt of applications is Friday 30th May 2025.

Interviews will be held shortly afterwards although the school reserves the right to call someone to interview before the closing date.

Start Date: September 2025 (ideally sooner; possibly later for the right candidate)

Cheam School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

At Cheam we are committed to a culture of equality, diversity and inclusion. We value difference and recognise that individually we perform well but collectively we shine. If you believe your personal values would fit with the Cheam values we would love to hear from you. Whatever your background, if you lead by example, show resilience and kindness and seek always to integrate and share, please get in touch.



