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| **Job Title** | Chief Technology Officer (known internally as IT Director) |
| **Reports to** | Bursar (and working closely with the Lower Master) |

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| **Job Purpose** |
| The IT Director is the strategic lead for the IT Department, ensuring that we have the correct systems and resources to deliver the most effective and efficient service to pupils, parents and staff. As IT Director you will play a key role in advancing the College’s mission through the strategic use of technology, enhancing the digital learning environment, supporting world-class teaching, ensuring cybersecurity, modernising our administrative systems and optimising the use of AI across the school. This position requires a dynamic and collaborative individual who combines strong technical expertise with clear strategic thinking. |

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| **Key Tasks and Responsibilities** |
| Technology Strategy and Leadership   * Developing and implementing a forward-thinking IT strategy aligned with the College’s academic and operational goals, working with academic and operational departments to help define system and network needs; * Anticipating future trends in technology and education, and helping the College become more agile, adaptable and forward-looking in its adoption and integration of emerging tools and systems; * Collaborating with key stakeholders within the teaching body to support innovative teaching and learning technologies; * Supporting stakeholders in the evaluation and adoption of AI and other emerging technologies; * Advising the Leadership Team on strategic opportunities and risks relating to technology; * Setting and delivering against the IT Department budget, ensuring cost-effective utilisation of resources and targeting spend to the most critical areas.   IT Operations and Infrastructure   * Overseeing the design, implementation and maintenance of reliable, resilient, secure and scalable IT infrastructure; * Overseeing relevant in-house and third-party system development and IT projects, ensuring that the work is delivered on time, within scope and within budget; * Setting strategic direction and performance expectations for IT systems and infrastructure, ensuring they meet the evolving needs of teaching, learning and College operations through robust oversight and effective delegation. * Leading the College’s digital transformation initiatives; * Ensuring that the server and data storage facilities are robust and effective; * Contributing to all meetings of the IT Steering Committee (chaired by the Lower Master) and overseeing the equipment bidding processes; * Ensuring that the provision of telephony systems and device management systems is effective and provides a high-quality service to users; * Ensuring that the IT Helpdesk delivers timely, effective and well-communicated support to all stakeholders, with clear service standards and regular feedback mechanisms to monitor user satisfaction; * Managing IT vendor relationships, contracts, and service level agreements.   Cybersecurity and Compliance   * Ensuring the security and privacy of Eton’s data through robust cybersecurity measures, policies and procedures; * Working with the College’s Legal Advisor to respond effectively to any DSAR requests; * Working with the College’s Designated Safeguarding Lead to ensure that all internet monitoring, content filtering and other monitoring systems are in line with KCSIE and are fully operational and effective; * Ensuring compliance with relevant IT regulations, standards, and legal requirements; * Keeping abreast of industry regulations and advising the College on necessary actions; * Overseeing the production, review, communication, enforcement and development of appropriate systems support documentation, auditable User Access Control policies and procedures, and other relevant and appropriate IT policies and procedures;   Stakeholder Engagement   * Serving as a bridge between technical teams and College stakeholders, including staff, pupils, parents and Old Etonians; * Promoting user-centric design and service excellence in all aspects of IT service; * Communicating complex technical concepts to non-technical stakeholders in a clear and easy to understand manner.   Team Management and Development   * Leading, mentoring, and managing a diverse IT team, fostering a collaborative and high-performance culture; * Managing the professional development, performance management, recruitment and selection of IT staff, in conjunction with the relevant team leaders as appropriate.   In addition, all Eton College employees are expected to:   * Developing a good understanding of safeguarding procedures in operation at the College; * Demonstrating a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required and ensuring that any safeguarding updates issued by the College are read and understood; * Understanding and complying with procedures and legislation relating to confidentiality; and * Displaying a commitment to and promotion of equality, diversity, and inclusion. |

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| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:   * A bachelor’s degree in Computer Science, Information Technology or related field; * Proven experience in IT leadership roles. Prior experience or understanding of the unique technology needs required in an academic environment would be highly advantageous; * Demonstrably strong strategic thinking and problem-solving abilities; * Excellent leadership and interpersonal skills, with a track record of building and managing high-performing teams and of working collaboratively with others by listening carefully, responding to feedback, and building trust across diverse groups; * In-depth knowledge of IT systems, infrastructure, security, and emerging technologies; * Proficiency in project management methodologies and tools; * Experience with IT budgeting and financial management; * Familiarity with relevant compliance and regulatory standards; * Exceptional communication skills, both written and verbal; * Relevant industry certifications such as BCS Business Analysis, Microsoft Certified Professional, CISSP, PMP, ITIL, or CIO-level certifications may strengthen your application, but are not essential for the role. |

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**