

Job Title IT Director

Reports to Bursar (and working closely with the Lower Master)

Job Purpose

The IT Director is the strategic lead for the IT Department. The purpose of the role is to ensure the College has the correct systems and resources to deliver an effective and efficient service to pupils, parents, and staff. The IT Director plays 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.

Key Tasks and Responsibilities

Technology Strategy and Leadership

- Develop and implement 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;
- Anticipate future trends in technology and education, and help the College become more agile, adaptable, and forward-looking in its adoption and integration of emerging tools and systems;
- Collaborate with key stakeholders within the teaching body to support innovative teaching and learning technologies;
- Support stakeholders in the evaluation and adoption of AI and other emerging technologies;
- Advise the Leadership Team on strategic opportunities and risks relating to technology;
- Set and deliver against the IT Department budget, ensuring cost-effective utilisation of resources and targeting spend to the most critical areas.

IT Operations and Infrastructure

- Oversee the design, implementation, and maintenance of reliable, resilient, secure, and scalable IT infrastructure;
- Oversee 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;
- Lead the College's digital transformation initiatives;
- Ensure that the server and data storage facilities are robust and effective;
- Contribute to all meetings of the IT Steering Committee (chaired by the Lower Master) and oversee the equipment bidding processes;
- Ensure that the provision of telephony systems and device management systems is effective and provides a high-quality service to users;
- Ensure 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;

Last Updated: August 2025

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- Manage IT vendor relationships, contracts, and service level agreements.

Cybersecurity and Compliance

- Ensure the security and privacy of Eton's data through robust cybersecurity measures, policies, and procedures;
- Work with the College's Legal Advisor to respond effectively to any DSAR requests;
- Work 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;
- Ensure compliance with relevant IT regulations, standards, and legal requirements;
- Keep abreast of industry regulations and advise the College on necessary actions;
- Oversee 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

- Serve as a bridge between technical teams and College stakeholders, including staff, pupils, parents, and Old Etonians;
- Promote user-centric design and service excellence in all aspects of IT service;
- Communicate complex technical concepts to non-technical stakeholders in a clear and easy to understand manner.

Team Management and Development

- Lead, mentor, and manage a diverse IT team, fostering a collaborative and high-performance culture;
- Manage 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:

- Develop a good understanding of safeguarding procedures in operation at the College;
- Demonstrate a commitment to safeguarding and promote the welfare of children. This includes but is not limited to completing safeguarding training as required and ensure that any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality;
- Display a commitment to and promote equality, diversity, and inclusion.

Skills and Competencies Required	Essential	Desirable
Education and qualifications		
Management qualification or equivalent experience	✓	
Bachelor's degree in information technology, computer science or information systems (or relevant industry experience)	✓	
Industry certifications (e.g. BCS, MCP, CISSP, PMP, ITIL, CIO-level)		✓
Knowledge and Experience		
Proven experience in IT leadership roles. Prior experience or understanding of the unique technology needs required in an academic environment would be highly advantageous		✓
Experience of Project Management methodologies and tools	✓	
Track record of budget ownership and financial accountability	✓	
Up to date knowledge of data protection / GDPR legislation, experience in maintaining data protection records, processes and procedures, including delivery of Subject Access Requests (SARs)	✓	
Ability to manage a team of technical specialists	✓	
Familiarity with relevant compliance and regulatory standards	✓	
Skills and Abilities		
Demonstrate a commitment to safeguarding and ensure the welfare and wellbeing of all pupils in the College	✓	
Excellent leadership and interpersonal skills, with a track record of building high-performing teams and building trust through collaboration and responsiveness	✓	
Up to date technical knowledge of a wide range of networks, systems and emerging technologies	✓	
Positive and proactive approach with the confidence to support new initiatives	✓	
In-depth knowledge of IT systems, infrastructure, security, and emerging technologies	✓	
Ability to work as part of a team, building strong working relationships with all colleagues	✓	
Ability to handle confidential information with complete discretion	✓	
Exceptional communication skills, both written and verbal	✓	
Demonstrably strong strategic thinking and problem-solving abilities	✓	

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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.

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