



# OVERTON GRANGE SCHOOL

## IT DIRECTOR Recruitment Pack



**Overton Grange School, 36 Stanley Road, Sutton, SM2 6TQ**

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# Letter from the Headteacher, Chris McNab

Thank you for your interest in applying for the position of IT Director. This role is a key position in the school, its growth and future developments. The successful candidate will join a team of highly motivated and talented colleagues across the rest of the school.

This is an exciting time to be joining our school as we continue our journey towards excellence in everything we do and provide the necessary support for all our students to be successful when making the next step. This post is instrumental in achieving our vision over the coming years whilst responding to the ever-changing educational climate.

The successful candidate will have the knowledge and skills to add value in these areas, but will also be flexible and creative, with a passion for education and building great relationships with students, staff, and parents.

In December 2024, the school was judged by Ofsted as 'Good' with many strengths and some areas that require improvement. We are proud of areas of the report which include:

- Pupils behave well during lessons and around the school's site. Improved systems are in place to support staff when any low-level disruption takes place. Pupils are polite and courteous and enjoy being in school. They are well supported by staff.
- The school is a community where everyone is treated fairly and equally, and where pupils feel valued. Positive working relationships exist between staff and pupils. This ensures pupils feel safe. The school has experienced some turbulence, but leaders have now established stability, and recent changes are having a positive impact

In November 2025, we invited Challenge Partners into school for a Quality Assurance Review. The review team recognised a range of positive areas in the school and the school was graded "effective" in all areas they evaluated. The full report can be found [here](#).

We are delighted that at our continuous journey of self-improvement has seen many reviews that recognise our many strengths. However, we are most proud of our students. Be it in the exciting next steps they take, the significant progress and accomplishments they achieve or the effective relationships they form with all stakeholders. We have a strong, dynamic and committed staff. Collaboration between all areas of the school is strong and staff well-being is a constant priority for all leaders.

The culture of the school has a strong ethical stance, core values and ethos to inspire individuals in the school to develop as global citizens and to be the best they can be. Our core values are Community Inspiration and Success, and we are proud that this is clearly 'lived and breathed' in all areas of the school.

We are looking for a person with integrity who is genuinely committed to improving the life opportunities of young people and adults, not only in school but also in our community.

Please contact the school if you would like to discuss the role or would like to arrange a visit. We look forward to receiving your application.



# The Application Process

The closing date for applications is: **15<sup>th</sup> May 2026**

Interviews for shortlisted candidates will take place: **The week commencing 18<sup>th</sup> May 2026**

## General discussions

For an informal chat about the role and the school, or to arrange a visit with the Headteacher, please contact the Head's PA, Samantha Robinson on:  
[s.robinson@overtongrange.sutton.sch.uk](mailto:s.robinson@overtongrange.sutton.sch.uk)

## How to apply:

Please ensure you complete the application form clearly addressing the person specification. This should be returned electronically to the Headteacher's PA, Samantha Robinson by **10am on the closing date**.

**All applications will be acknowledged on receipt.**



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## Our Vision

The vision of Overton Grange School is to provide a safe, challenging, and happy community which prepares learners of today for the demands and opportunities of tomorrow. Alongside the underpinning values of Community, Inspiration and Success, we believe this is experienced by all stakeholders on a daily basis.

The staff's dedication, the students' positive attitude, and our parents' commitment are the cornerstones of Overton Grange School. As a school we are excited to build upon these strengths and foster a culture of continuous self-improvement, to enrich our learning environment. As such, we will continue to maintain high expectations, focusing on engagement in lessons, student behaviour and positive relationships.

We are committed to nurturing confident, successful learners, and encouraging all our young people to make the most of opportunities that are provided throughout their educational journey. Our curriculum is at the heart of our students' journey at the school and we consistently look to ensure that our provision allows every student to achieve their potential.



[Overton Grange School](#)



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# School Development Plan

## Summary of our School Development Plan 2025-2026

| AREA                      | TARGET   | OUTCOME  |
|---------------------------|--|--|
| Quality of Education      | <ul style="list-style-type: none"> <li>To Improve both the accuracy and impact of assessment/feedback</li> <li>Enhance student engagement in lessons</li> <li>To ensure that all students make positive progress and examination year groups attainment is above national average.</li> </ul>  | 1.1 Launch new feedforward system. All assessment to include moderation process and accuracy of predictions to improve v 24/25<br>1.2 Increased Effort data v 24/25. Feedback from LW/CR<br>1.3 GCSE 9-4/9-5 & 9-7 E&M above NA & % on track in years 7-10 |
| Behaviour and Attitude    | <ul style="list-style-type: none"> <li>Improve attendance for all Year groups</li> <li>Reduce low level behaviour concerns within classrooms / departments.</li> <li>Improve student effort in classrooms across all subjects</li> </ul>   | 2.1 Improve overall attendance to 92.5% with PA <20%<br>2.2 Reduction in sanctions linked to disruption to learning and Feedback from LW/CR<br>2.3 Increase effort data v 24/25 and Feedback from LW/CR  |
|                           | <ul style="list-style-type: none"> <li>Increased provision of opportunities for all students outside of the curriculum               <ul style="list-style-type: none"> <li>To further Strengthen whole-school community ethos (Belonging)</li> </ul> </li> <li>To improve of EC attendance to ensure equity for all students</li> </ul>   | 3.1 Increased EC provision map v 24/25<br>3.2 An increase in the number of whole school events. To celebrate school community both inside/outside the curriculum<br>3.3 Use of Evolve to allow effective monitoring and to provide support where necessary |
| Sixth Form                | <ul style="list-style-type: none"> <li>To ensure that all students make positive progress and examination year groups attainment is above national average.</li> <li>To increase active learning strategies to enhance student engagement in lessons</li> <li>To Enhance Sixth Form impact by increasing their visibility, leadership and mentoring roles to support wider school</li> </ul> | 4.1 Year 13 positive VA & % on target Year12 (CM)<br>4.2 Increased Effort data v 24/25. Feedback from LW/CR<br>4.3 To launch and develop the new SUMMIT enrichment programme to give more opportunities for sixth formers                                  |
| Leadership and Management | <ul style="list-style-type: none"> <li>To ensure the gap between high performing areas of the school and all areas are diminished</li> <li>To utilise external support/best practice to improve in school performance in targeted areas</li> <li>To implement coaching CPDL programme to develop the performance of teams</li> </ul>   | 5.1 QOE, Assessment & behaviour trends versus 2024-25 (CM)<br>5.2 Improved outcomes versus 2024-25 & in line with NA<br>5.3 External coaching programme delivered  |

# Job Description

|                   |  |
|-------------------|--|
| <b>JOB TITLE</b>  | IT Director  |
| <b>REPORTS TO</b> | Headteacher  |
| <b>START DATE</b> | July 2026  |
| <b>HOURS</b>      | 8.00am to 4.00pm Monday to Friday, which includes an unpaid 45 minute break. This is a full time position which comes with a holiday entitlement of 25 days. |
| <b>SALARY</b>     | Grade P04 point 35-38 £49,056 to £52,194   |

## Key Responsibilities:

To oversee the smooth running of the school's IT network, systems and digital learning. To include providing strategic direction, leadership, and advice on all matters related to IT services, working alongside the School Business Manager and the Senior Leadership Team.

## Main Responsibilities

### Strategic Leadership and Management

- Support the Headteacher and SLT to deliver a strategic plan for the school's IT infrastructure.
- Develop and implement IT strategies that align with the school's objectives and enhance operational efficiency.
- Lead on implementation of the IT strategy.
- Work with the Headteacher and wider academic colleagues to support innovation in classrooms and the development of digital teaching and learning.
- Management of all IT infrastructure, network configurations and software packages to efficiently advance our decision to become a MS365 school.
- Lead on the day to day IT and digital services to support the school through excellent project management.
- Lead and manage the IT Department and staff, including being involved in recruitment, training and evaluating IT staff.

### Data Protection, Governance and Compliance

- Act as the Privacy and Compliance Officer for the school managing GDPR, data protection impact and any other procedures for compliance and protection purposes.
- Ensure the school is acting responsibly and legally with respect to copyright, acceptable use, data protection and security.

### Operational Activities

- Overall responsibility for delivering a reliable IT Services.
- Ensuring all classrooms are well equipped to maintain curriculum needs.
- Management of software systems, databases and telephone systems.

- Oversee the school's technology infrastructure, including hardware, software and network systems.

### **Project Management**

- Manage all IT projects, ensuring timely implementation and adherence to budget constraints.

### **Security Oversight**

- Establish and enforce security protocols to protect data and prevent cyber threats.

### **Collaboration**

- Work closely with SLT and departments to identify their technology needs and provide appropriate solutions.
- Provide overall direction and leadership of the IT Department through regular meetings and feedback.
- The ability to provide in house staff training where necessary.

### **Budget Management**

- Manage the IT budget, ensuring cost-effective use of resources.

### **Continuous Improvement**

- Stay updated on emerging technologies and recommend improvements to enhance business operations.

Under the terms of your appointment, you may be required by your employer to undertake other duties as may be reasonably required of you in line with your role and grade as and when it may prove necessary to ensure the effective running of the school. This role and the listed responsibilities are subject to change as dictated by the requirements of the school.

## **Person Specification:**

### **Qualifications & Training**

#### **Essential**

- IT experience in a school environment.

#### **Desirable**

- Degree in Information Technology, Computer Science, or related field.

### **Experience**

#### **Essential**

- IT leadership experience.

- Proven experience managing IT teams, budgets, suppliers, and service contracts.
- Experience developing and implementing an IT strategy aligned to organisational goals.
- Experience supporting end-users with a wide range of digital abilities, including staff and young people.

#### **Desirable**

- Demonstrated ability to manage cybersecurity risks, data protection compliance, and safeguarding-related technologies.
- Experience working within an education setting (school, MAT, college, or university).
- Knowledge of common education systems and platforms (MIS, safeguarding systems, Microsoft 365/Azure AD, Google Workspace, MDM solutions).
- Experience leading digital transformation to enhance teaching and learning.

### **Knowledge & Skills**

#### **Essential**

- Understanding of IT infrastructure: networks, servers, cloud services, identity management, endpoint management, and cybersecurity.
- Strong project-management skills, with the ability to prioritise and deliver to deadlines.
- Clear understanding of safeguarding requirements relating to digital systems and online safety.
- Excellent interpersonal and communication skills, with the ability to explain technical concepts to non-technical users.
- Ability to analyse data to inform decision-making and improve systems performance.

#### **Desirable**

- Knowledge of data protection legislation (e.g., UK GDPR) and its application in schools.
- Ability to create robust IT policies, disaster recovery plans, and cybersecurity frameworks.
- Awareness of emerging ed-tech trends and their potential to enhance teaching and learning.
- Experience Managing and supporting the Microsoft product stack, inc. Windows 11, Windows Server, Microsoft 365, Entra & Intune.

### **Personal Qualities**

#### **Essential**

- Strategic thinker with the ability to create a long-term vision for technology across the school.
- Strong leadership and excellent communication skills with the ability to be able to motivate and develop teams.
- Calm, solution-focused approach under pressure.

- Commitment to safeguarding and promoting the welfare of children and young people.
- The ability to be flexible, adapt to changing priorities, build effective, positive working relationships across the school community with excellent organisational skills.

## Other Requirements

### Essential

- Commitment to the school's ethos, values, and educational mission.
- Willingness to work flexibly, including attending out-of-hours events or responding to emergencies when needed.
- A strong level of hands-on experience, enabling effective integration of systems and providing high-quality support to staff, services, and the wider school community.
- Vision and capability to drive forward the school use of MS365.

Overton Grange School welcomes applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our students, as well as from both newly qualified and more experienced teachers.

Overton Grange School is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Appointment is subject to a satisfactory occupational health medical report, two suitable references, an enhanced DBS report and an online social media check.



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