Digital Strategy & Information Manager

Recruitment Pack - Jan 2026

CHELTENHAM BOURNSIDE SCHOOL

USQUE AD FINEM

" Inspiring lives through learning

Welcome

People are at the heart of Bournside. Rating us as "Good" in all areas, <u>OFSTED</u> saw that "staff well-being, as well as curriculum knowledge, are paramount". Our staff and students are **Ambitious**, **Purposeful**, **Proud**, **Respectful**, **Curious**, and **Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called *"a harmonious school"*.

We are highly ambitious for the academic progress of our students: our positive **<u>Progress 8 score of an average of +0.48</u>** over the last two years which places Bournside in the top 16% of schools nationally for academic progress.

Bournside is an established single academy trust with a PAN of 300. We have a wide catchment, over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 3G sports pitches; a fully equipped drama studio, a large library, modern spacious English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base within the school too.

No one gets lost in the crowd, however. In their 2022 report, OFSTED commented on the *"strong sense of community for both staff and pupils"* and that *"pupils are ready for learning and engage well with teachers and other adults."* Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

If you have any questions regarding the position please contact Human Resources - **recruitment@bournside.com.** I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

I look forward to receiving your application to join us in **inspiring lives through learning**.

Steve Jefferies
Headteacher

Overview

Digital Strategy & Information Manager

Start date:	**February**
Grade/pay scale:	**LP18 £28,220 actual salary (FTE £79,092)**
Contract:	**40 weeks per year (term time plus 2 weeks), Fixed term of two years**
Working days & hours:	**15 hours per week, 2-3 days per week Monday to Friday**
Responsible to:	**Director of Finance & Operations**

An exciting opportunity has arisen to join Cheltenham Bournside School as a **Digital Strategy and Information Manager**. We are looking for a **Digital Strategy and Information Manager** to provide strategic leadership for all aspects of digital development, IT Systems and Data Governance and Compliance. As well as ensuring that the school is proactive in keeping abreast with technological developments (e.g. AI and process automation).

As a **Digital Strategy and Information Manager** you will line manage IT Services technical staff and the Data and Curriculum team as well as acting as a Data Protection Officer for the school.

Closing date: Monday 19th January at 9.00am
Apply online: https://www.bournside.com/school-information/careers-at-bournside/
Please note - We reserve the right to interview and appoint prior to the closing date.

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Job description

Digital Strategy & Information Manager

We are an equal opportunities employer and value respect and diversity across our school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

Purpose

- To provide strategic leadership for all aspects of digital development, IT systems, data governance and compliance.
- Line manage the IT services technical staff and lead a cross-school digital strategy to ensure systems are secure, scalable, aligned to educational priorities, and future-ready.
- Line manage the Data and Curriculum team to ensure that information provided for decision making is timely, accurate and as automated as is possible.
- Ensure that the school is proactive in keeping abreast with technological developments (e.g. AI and process automation)
- Act as the Senior Information Risk Officer (SIRO) for the school (external DPO support is available to help with compliance and dealing with complex issues), ensuring the highest standards of data protection and regulatory compliance.

Specific Responsibilities

Strategic Leadership

- Lead the formulation and delivery of a Digital Strategy ensuring alignment with educational, operational, and co-curricular priorities.
- Provide visionary leadership in the development of secure, resilient and innovative digital infrastructure and systems
- Build a culture of digital ambition and service excellence, ensuring technology enhances every aspect of school life.

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Team and Operational Management

- Line manage and support the IT Manager and the Data & Curriculum Manager, ensuring high performance, professional growth, and collaborative culture.
- Oversee the delivery and support of IT and Data services, ensuring effective helpdesk provision, infrastructure and information maintenance, and strategic projects.
- Ensure the teams meet agreed KPI's for service delivery.
- Develop and manage departmental budgets, procurement, and service contracts, securing best value, including effective management of IT licencing schemes

Data Governance, Analytics and Protection

- Lead on the architecture and implementation of systems for data management, analytics, and reporting, enabling evidence-based decision-making.
- Ensure data integrity, accessibility and relevance for use across academic tracking, safeguarding, admissions, finance, compliance and beyond.
- Ensure compliance with the UK GDPR, Data Protection Act 2018 and associated regulations.
- Maintain and monitor data protection policies, conduct regular data audits and impact assessments, and act as the point of contact for ICO-related matters.

Cyber Security and Risk

- Oversee and maintain cyber security protocols, including penetration testing, system monitoring, and incident response planning.
- Maintain the IT risk register and lead on the development and testing of disaster recovery and business continuity plans, whilst providing effective lifecycle management of key infrastructure.
- Ensure appropriate technical and organisational measures are in place to protect personal and sensitive data.

Collaboration and Training

- Work closely with academic and operations staff to ensure digital systems are tailored to the pedagogical and operational needs of each school.
- Deliver and commission appropriate training and support for staff and students to increase digital literacy and confidence.
- Act as a strategic partner to senior leaders, contributing to long-term planning and whole-school initiatives.

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

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Digital Strategy & Information Manager

Cheltenham Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualification	• Degree-level education in Computer Science, Information Systems, Data Science or a related discipline, or equivalent experience. • Evidence of continuing professional development in relevant areas, including IT strategy, cyber security, or data compliance.	• Relevant professional qualifications (e.g. IT TQM qualification, Prince2 or similar, GDPR practitioner certification)
Experience, understanding and knowledge	• Substantial experience in strategic leadership of digital services, IT systems and/or data functions, ideally in an educational setting and utilising the Microsoft 365 suite. • Proven experience managing and developing multidisciplinary teams. • Demonstrated success in leading major IT or digital transformation projects. Practical understanding of data protection legislation • Experience of process mapping and quality services provision.	• Previous experience in the secondary school sector. • Familiarity with School MIS systems, MS Power platforms or similar. • Experience of leading a data protection function. • Familiarity with the DfE Technology standards.

	Essential
Personal qualities	These personal qualities are essential for creating a positive and supportive school environment that fosters the growth and development of students, staff and the broader community. **Ambition** • Shows enthusiasm to excel in their role. • Takes initiative to identify and pursue opportunities for growth and improvement. **Curiosity** • Possesses a natural curiosity and desire to learn new things. • Approaches challenges and opportunities with an open and curious mindset. **Pride** • Punctual and reliable. • Pays careful attention to detail and takes pride in delivering high-quality work, effectively prioritising tasks to meet deadlines. **Purpose** • Demonstrates a strong sense of purpose and dedication to making a positive impact on students' lives. • Is committed to serving the needs of students, parents, and the school community with purpose and intentionality. **Respect** • Shows empathy and understanding towards the needs and perspectives of others. • Conducts themselves with professionalism and integrity in all interactions and communications, keeping calm when working under pressure in a busy working environment. **Support** • Works collaboratively as part of a team, supporting colleagues and sharing guidance, knowledge and resources. • Provides encouragement and support to students, colleagues, and parents to help them achieve their goals. **Qualities specific to this role that we are looking for:** • Strong leadership, interpersonal and influencing skills, with the ability to engage a wide range of stakeholders. • Excellent analytical and problem-solving abilities, with a proactive and strategic mindset. • Ability to balance high-level strategic thinking with hands-on project delivery. • Effective communicator, able to translate complex technical matters for non-specialist audiences. Personal and Professional • Excellent analytical and problem-solving abilities, with a proactive and strategic mindset. • Ability to balance high-level strategic thinking with hands-on project delivery. • Effective communicator, able to translate complex technical matters for non-specialist audiences.

Supporting information

Settling in at Bournside

We will fully support you with your transition to Bournside. Our HR team oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction

You will receive induction training on your first day, providing all of the information you'll need for a successful start at Bournside. Including:

- Leadership Structure
- Communication and meeting systems
- Induction procedures, performance management and professional development
- IT equipment
- Health and Safety
- Safeguarding
- Key policies

Your line manager or mentor will meet with you regularly to ensure you have the support you need.

Continuing Professional Development (CPD)

We pride ourselves on being a forward-thinking in our approach to CPD. We use a wide variety of activities to engage all staff with sharing best-practice including whole staff training options and access to National Online Training resources.

We are also happy to discuss support to complete further relevant job role qualifications.

Teacher Development Trust Gold Award

In 2023 our genuine, shared commitment to inspiring the lives of both students and staff through learning. was recognised with **The Teacher Development Trust Gold Award** following a rigorous audit of our provision for staff.

"The school has a proven track-record in designing and delivering a high-quality, research-informed programme of CPD, which senior leaders quite rightly take great pride in. It was a great pleasure to speak with a range of staff who clearly feel well supported and appreciative of the developmental opportunities unique to the school." **- TDT Auditor, 2023**

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Support staff

Employee Benefits

Please speak to the HR team about our full range of benefits.

Lifestyle and wellbeing

- Salary sacrifice electric car leasing scheme
- Four electric car charging points
- Family-friendly policies
- Attractive salary and pension
- Generous annual leave entitlement/term time only working options
- Free one-to-one wellbeing support
- Onsite parking facilities and cycle storage
- Free/discounted access to the school's onsite Gym (conditions apply)
- Cycle to work scheme
- Techscheme – save money on the latest tech from Apple and Currys PC World
- Blue Light Card - Discount Scheme
- Staff social events
- Onsite catering (8.00am - 1.30pm daily)

Statutory and other benefits

- The full range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state-funded schools in relation to sick pay and pension rights.
- Provision of all neccessary IT equipment.

**Lottie and Olive
Our School Therapy Dogs**

**CHELTENHAM
BOURNSIDE
SCHOOL**

We are:

Ambitious

Curious

Proud

Purposeful

Respectful

Supportive

"leaders put the welfare of pupils, as well as academic achievement, at the heart of everything they do"

"strong sense of community for both staff and pupils"

"the school curriculum is ambitious"

"inclusive environment"

- Ofsted, 2022

Inspiring lives through learning