

IT, Data and Transformation Manager (Maternity Cover)



About Us

Godolphin offers a world-class education for a changing world. Our purpose is to make the world a better place through the formation of individuals who are empowered to be ambitious and grow, lead with authenticity and compassion, and be courageous as they step into the world with confidence in readiness to shape it for the better.

For over 300 years, we have been changing lives. Achievement and innovation are woven into our heritages, and we continue to evolve with ambition. We welcomed boys as well as girls from September 2025, enriching every classroom, conversation and friendship. And from September 2026, we become Chafyn-Godolphin, the leading all through co-educational day school for children aged 2 to 18, with boarding available for Senior and Sixth Form students in the heart of Salisbury.

Our values reflect our purpose:

Ambition – We dream boldly and set brave goals, pursuing them with heart and resilience to be the very best version of ourselves.

Courage – We step forward with confidence, believing in ourselves and embracing challenge knowing that growth often begins at the end of our comfort zone.

Compassion – We lead with kindness and act with integrity in a community where everyone feels seen, valued and respected.

Our approach is grounded in exceptional teaching, deep pedagogical expertise and rigorous, data-informed tracking to fuel intellectual ambition and progress. We inspire a spirit of wonder and belonging that builds quiet confidence, curiosity and creativity, and we create meaningful opportunities for pupils to contribute beyond themselves through service, leadership and engagement with the wider world.

Godolphin is part of United Learning, a well-established group of more than 100 independent schools and academies, each retaining its own distinct character and ethos, united by a common commitment to educational excellence.

Being part of United Learning enables Godolphin to offer more to staff and pupils than would be possible as a standalone school. Centralised professional services, including finance, HR, estates and procurement, provide efficiency and stability, allowing school leaders and teachers to focus on what matters most: teaching, learning and continuous improvement. Extensive CPD opportunities are available through the Group, including formal qualifications, mentorship, leadership training and supporting subject-specific projects and pedagogical growth.

A photograph of three young boys in school uniforms standing against a stone wall. The boy on the left is looking up, the boy in the middle is looking slightly to the right, and the boy on the right is smiling at the camera. They are all wearing dark blue blazers, light blue shirts, and red and blue striped ties. A diamond-shaped school crest is visible on the pocket of the boy in the middle and the boy on the right.

“Godolphin remains one of the most welcoming, utterly transparent, genuine and delightful schools out there. It's refreshingly down to earth, parents work hard to send their children here and greatly value the opportunities it offers.”

Talk Education, 2025

The Department

The IT Department plays a central role in supporting the school's vision for innovative, engaging, and future focused learning. Technology underpins almost every aspect of school life, from teaching and learning, to communication, administration, and whole school operations. All pupils benefit from a 1:1 device programme and digital learning is fully embraced across the school.

The IT Department is committed to providing exceptional support across the school community and ensuring a robust, secure, and agile technology infrastructure, priding itself on being approachable, efficient, and solutions focused. This is a collaborative and forward-thinking environment where professional growth is encouraged and new ideas are welcomed.



The Role

Hours	Full-Time, Maternity Cover (estimated 1 year)
Salary	Competitive

We are seeking an experienced and forward-thinking IT, Data and Transformation Manager to lead the strategic development of technology across Godolphin. This key role will drive digital innovation, strengthen cyber-security and data protection, and ensure our systems, platforms and processes effectively support both educational excellence and operational efficiency.

As the school's lead on IT, data and digital transformation, you will oversee the management of IT systems and infrastructure, manage high-impact technology projects, champion a data-driven culture, and work closely with United Learning to embed best practice. You will act as the Data Protection Lead and Data Manager, play a central role in safeguarding the integrity, security and intelligent use of data, and take responsibility for IT procurement—ensuring effective supplier management, value for money, and high-quality technology solutions. You will also lead our IT Team to deliver a responsive, customer-focused service.

This is an exciting opportunity for a strategic, solutions-focused professional who thrives on collaboration, innovation, and continuous improvement. If you have excellent leadership and communication skills and a passion for using technology to empower people and enhance outcomes, we would be delighted to hear from you.



Job Description

Role	IT, Data and Transformation Manager
Reports to	Director of Finance and Operations
Relationships	
The post holder is accountable to the DFO in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.	

Duties & Responsibilities

Purpose

- To take responsibility for the strategic development, operational delivery, and use of IT and Data throughout the School.
- To act at the key advisor on information technology, data, cyber-security, digital transformation and related high-risk technology matters throughout the School.
- To ensure compliance and effective risk management in all use of technology at the school, including cyber-security and data protection.
- To work collaboratively with the United Learning IT, Data, Cyber and Transformation teams to embed best practice at Godolphin, both through learning from and sharing of best practice within the wider UL group.

Strategic and Business Transformation

- To develop, implement, evaluate and incrementally improve digital strategy in support of school aims in the following areas:
 - IT systems (hardware, software, infrastructure)
 - Data
 - Artificial Intelligence
 - Business transformation through technology (automation, AI, and other new technologies as they evolve)
- To work with the Deputy Head to develop, evaluate and incrementally improve digital strategy in support of school aims in Digital Teaching and Learning
- To further develop the use of technology to streamline business processes and improve the end-user experience in the pursuit of operational and educational excellence

Data Protection, Cybersecurity, Compliance and Risk Management

- To act as the Data Protection Lead (DPL), advising on all data protection matters and reporting to the Head/DFO.

- To oversee data protection compliance including management of SARs, data breaches, investigations, corrective actions, DPIAs, and data governance processes.
- To maintain and improve data protection policies, procedures, privacy notices, retention schedules, disposal processes, and records of processing activities.
- To provide guidance and training to staff on data protection responsibilities, safe data handling, and good practice.
- To ensure third-party contracts include appropriate data protection clauses and conduct due diligence on processors.
- To ensure data protection and data risk are effectively managed in line with statutory, regulatory and safeguarding requirements (including GDPR).
- To lead cybersecurity risk management, ensuring risks are identified, documented and mitigated in collaboration with the Managed Service Provider.
- To co-ordinate cybersecurity incident response, working with IT personnel, United Learning, and SMT.
- To oversee implementation of cybersecurity best practice
- To lead cybersecurity awareness initiatives, including staff training and guidance.
- To oversee access control processes to ensure secure and appropriate system access.
- To maintain awareness of compliance and risk-related developments and ensure onsite IT staff meet required Health & Safety and SCR compliance standards through liaison with Estates and HR.

IT Systems Management

- Be the primary contact for IT management
- To oversee the IT managed service contract and matrix manage on-site IT managed service staff on a day-to-day basis, collaborating with the IT managed service contract provider as necessary
- To ensure that IT systems are fit for purpose, secure, and fully functional wherever possible with the support of the IT Managed Services Provider
- To lead the planning, coordination and delivery of IT, data and digital transformation projects
- To communicate in a timely and effective manner with all stakeholders when IT systems are disrupted, due to either planned maintenance or unexpected outages
- To oversee the IT ticketing system to ensure that work is correctly prioritised to meet the needs of the School, both educationally and as a business
- To manage the student 1:1 device programme and staff device provision in liaison with United Learning and Deputy Head
- To plan and oversee hardware, software and device refresh cycles

Data Management

- To provide strategic leadership for the school's data use, fostering a data-driven culture that supports high-quality, evidence-based decision making.
- To manage and optimise the School's MIS, ensuring it effectively supports all school departments
- To manage system configuration, workflows, permissions, and structures to ensure the MIS and other systems remain accurate, efficient, and fit for purpose.
- To undertake regular operational data tasks including roll-overs, academic assessments, analytic reporting etc
- To maintain accurate user accounts and permissions
- To lead system improvement projects, including migrations and new platform implementations.
- To oversee and co-ordinate data for statutory reporting, including school censuses and regulatory and group submissions.
- To manage integrations between the MIS and other school systems
- To ensure data quality, accuracy, integrity, and consistency across all school systems.

Finance and Procurement

- To manage the IT budget, working alongside the Director of Finance and Operations
- To optimise technology resources (software, hardware, infrastructure, staff and spending) to deliver the best value for money for the school
- To lead on the procurement of technology (hardware, software, and infrastructure)
- To manage all IT contracts and relationships with current and future suppliers
- To manage the launch, implementation, and/or integration of any new or established systems, projects, or programmes, partnering with new or existing vendors and suppliers, and provide oversight and guidance to key stakeholders within the school and the wider United Learning group
- To hold to account the IT managed service provider and other suppliers in line with contractual service level agreements and/or KPIs, and accepted good practice
- To manage and supply IT recharges to the Finance Team for billing

Staff Professional Development

- To hold overall responsibility for the staff IT, Data, and cyber security training programme
- To ensure that all stakeholders are effectively trained in their use of appropriate IT systems to enable them to execute their role and responsibilities
- To ensure that all stakeholders are effectively trained in cyber-security matters and that appropriate records are kept to ensure compliance
- To ensure that all stakeholders are effectively trained in data protection matters and that appropriate records are kept
- To provide leadership, guidance, and training to ensure consistent, high-quality use of data and systems across departments.

Communication

- To lead communication with staff at all levels, ensuring clear, timely and accessible updates on IT, data and digital transformation activity
- To lead communication with parents regarding digital platforms and pupil devices
- To support with the internal and external communication strategy and help to ensure that all staff understand and implement this
- To monitor developments in IT, data management and cyber security, advising senior leaders on opportunities and implications

Policies

- To lead on the School's IT, Data, Cyber security and AI policies, including but not exclusively the Privacy, Data Breach, Data Retention and Disposal, Artificial Intelligence, BYOD and Cybersecurity policies which will then be signed off by the DFO or SMT

Line Management

- To provide direct line management to the in-house IT team, including setting objectives, conducting performance reviews, supporting professional development, and ensuring high standards of service delivery.
- To offer day-to-day leadership, guidance, and workload prioritisation to ensure the team operates efficiently and delivers a responsive, customer-focused service to the school community.
- To matrix-manage the IT Managed Service Provider (MSP), coordinating priorities, monitoring performance against SLAs, and ensuring effective collaboration between internal staff and the external provider.
- To foster a positive, proactive, and improvement-focused team culture

Professional Responsibilities

- To promote and safeguard the welfare of students in your care or that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations or Data Protection Officer at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	Degree level education/training or equivalent experience	Essential	Application Form
	GCSE English/Maths Grade C/4 or above, or equivalent	Essential	Original Certificates
	Evidence of continuous professional development in IT, data, cybersecurity or digital transformation	Essential	
Work Experience	Experience with IT systems, networks, infrastructure, hardware etc	Essential	Application Form
	Experience managing data platforms, including system configuration, workflows, permissions and reporting	Essential	References
	Experience leading digital, IT, data or transformation projects end-to-end	Essential	Interview
	Experience with procurement and supplier management	Essential	
	Experience contributing to cybersecurity risks management, incident response and awareness programmes.	Essential	
	Experience in data protection compliance, including SARs, DPIAs, breach management and data retention	Desirable	
	Line management experience	Desirable	
	Experience managing a school MIS and related systems	Desirable	
Skills and knowledge	Strong understanding of IT infrastructure, hardware, software and device management.	Essential	Application Form
	Knowledge of data protection and cyber security best practice	Essential	Interview
	High-level competence with data platforms eg MIS systems	Essential	
	Strong project management skills	Essential	
	Understanding of AI, automation, advanced data analytics and digital transformation methodologies	Desirable	
Personal Qualities or Skills	Strategic thinker with a forward-looking approach	Essential	Application Form
	Proactive, solutions-focused and able to anticipate risks.	Essential	Interview
	Excellent interpersonal and communication skills.	Essential	Driving Licence check
	Calm and composed under pressure or during incidents	Essential	

	Adaptable and collaborative	Essential	
	Highly organised with strong attention to detail	Essential	
	Ethical and trustworthy	Essential	
	Full clean driving licence	Desirable	

Additional Information

Throughout the School it is our practice to vary the specific responsibilities in line with the needs of the school. This will be carried out in consultation with the post holder.

This is an outline Job Description only and the post holder will be expected to comply with any reasonable request from their Line Manager, Head of Department, or member of the Senior Management Team to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

HOW TO APPLY

Interviews

The closing date for applications is **Monday 30 March 2026, 9am**, however this vacancy will close as soon as sufficient applications have been received. Interviews will take place in the week commencing **06 April 2026**.

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates, and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service will be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they state this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430569 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the school website; www.godolphin.org. Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society.





Godolphin
Milford Hill, Salisbury
Wiltshire, SP1 2RA
Tel 01722 430500
www.godolphin.org



January 2026

Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.