

IT Support & Development Lead

Candidate Information

Required from October 2025 Full Time, Permanent

The Granville is an IAPS co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11





Executive Summary

This is an excellent opportunity to join a collaborative and dynamic team at an exceptionally high-achieving, independent co-ed Pre-School for ages 3 - 4 and girls' Prep School for ages 4 - 11 in the heart of Sevenoaks.

The Granville combines future-ready, forward-looking educational excellence with affectionately held traditions and a bespoke approach to both the academic and personal experiences of its pupils.

We are seeking a proactive, knowledgeable and solutions-focused candidate to lead the school's in-house IT provision.

As IT Support & Development Lead, you will provide day-to-day technical support for staff and pupils, coordinate effectively with the school's external IT services contractor and work closely with the Bursar to plan and deliver IT projects. This is a hands-on role that also requires forward-looking development, project planning skills, ensuring that our IT systems are safe, secure, reliable, innovative and aligned with the needs of teaching, learning and the school's operations.

Closing Date: 14th September 2025
Interviews: 24th September 2025

The Bursar would be delighted to talk on the phone to any candidate who would like to know more about the post. He can be contacted either at the School on 01732 453039 or by email through bursar@granvilleschool.org.

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening, including social media checks, if and only when shortlisted.



The School

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence.

The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. It is an educational trust administered by an extremely supportive Board of Governors.





Our Vision

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in traditional Granville celebrations. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Our record of leavers' destinations is outstanding with girls gaining scholarships every year to a wide range of excellent senior schools, (including Caterham, Kent College, St Paul's Girls School, Sevenoaks School, Walthamstow Hall, Woldingham and Wycombe Abbey) and places in the highly selective Kent grammar schools.

The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI. The most recent ISI inspection took place in 2022 and was compliant in every aspect. In the 2017 inspection the school was proud to be rated 'excellent' in all areas. The full inspection reports can be read on the school's website.

Looking to the future, the school aims to continue on its journey of excellence, constantly improving the standard of teaching and learning, helping pupils achieve their personal best and expanding our educational provision to ensure they are future-ready.



Testimonials



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Mrs V Wyatt, Teaching Assistant

The teachers cheer you on, saying 'You can do this!' It always makes me feel better.



Annabel, Year 3 Pupil

As the newest member of the admin team, I have found the staff very warm and friendly. Nothing is ever too much trouble and I feel I have adapted to school life very quickly due to this.

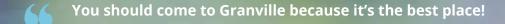


Mrs K Smith, Bursar's Assistant

I really enjoy being part of the Senior Leadership Team at The Granville. It is a supportive and creative group to be a part of. The girls we teach are charming: polite and courteous as well as inquisitive and confident.



Mrs V Duggan, Head of English



Cara, Year 3 Pupil





Job Description: IT Support & Development Lead

Main duties and responsibilities

Technical Support

- Provide first-line support to staff and pupils for hardware, software, printing, network & wi-fi connectivity issues.
- Log, track and resolve IT support requests promptly.
- Escalate complex issues to the external IT services contractor and liaise to ensure resolution.
- Maintain the school's IT equipment (desktops, laptops, tablets, projectors, printers and network devices).
- Manage user accounts, access rights and permissions in line with school policies.
- To be responsible for the external contractor who develops the website and for installing any learning platforms.

Systems Administration

- Oversee day-to-day running of school IT systems, including servers, cloud platforms, Wi-Fi and telephony.
- Ensure data backup, security protocols, and user access procedures are followed.
- Keep asset records up to date and manage the IT inventory lifecycle.
- Install, configure and set-up new equipment onto the network, for pupils and staff.
- To improve the IT infrastructure, software and equipment of the school.
- To communicate effectively with all stakeholders as required
- Ensure the school has adequate software licenses to cover use and adequate consumable stock is maintained.





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Main duties and responsibilities

Development & Projects

- To develop and update written plans for the IT network and to play a key role in developing a vision for IT within the school.
- Work with the Bursar and senior staff to identify IT needs and opportunities across teaching, learning and operations.
- Project manage small-to-medium IT upgrades, initiatives and projects, coordinating with contractors and suppliers.
- Contribute to planning and budgeting for IT developments.
- Keep informed about relevant technologies in education and recommend solutions to enhance the school's digital capability.
- Develop and maintain robust disaster recovery procedures in conjunction with key personnel, ensure disaster recovery functions are periodically tested.
- To co-ordinate and deliver projects outlined in the schools improvement plan

Compliance, Training & Safety

- Ensure IT systems comply with safeguarding, GDPR and cyber security requirements.
- Promote and support digital & online safety measures, working with teaching and pastoral staff where appropriate.
- Recommend IT strategies, policies and procedures, identify problems and anticipate the future IT requirements of the school.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for the school's management information system.
- Plan and deliver training to staff on use of equipment and platforms used in the school.





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Person Specification

	Essential	Desirable
Experience, Knowledge and Skills	 HND in Computer Networking or Computer Science 2 - 3 years practical experience in IT support -Windows Server, Office 365, Active Directory, DHCP, DNS, Firewall & filtering Email platforms, AV equipment. Ability to troubleshoot a wide range of hardware & software issues. Strong organisational skills, able to balance support requests and project work. Good communication skills, able to explain technical matters clearly to nontechnical users. Initiative and problem-solving ability. Experience in coordinating small IT projects and/or working with contractors. A focus on delivering quality services with a love for innovation. 	 Bachelor's Degree in Information Technology or Computer Science Experience of IT in a school or education environment. Ability to work with Microsoft PowerApps & Power Automate Understanding of safeguarding and GDPR in a school context. Experience in coordinating medium to large IT projects working with external contractors.



Person Specification (cont.)

	Essential
Personal Qualities	 The successful candidate will have: A service-minded approach with patience and empathy for staff and pupils. Proactive and forward-looking, with an interest in educational technology. Flexible and adaptable to the varied demands of a school environment.



Additional Information

Salary

The salary starting from £32,000 will be according to qualifications and experience.

42.5 hrs per week - 8:00am - 4:30pm - Monday - Friday , including a 30 minute lunch break. £32,000.00 - £35,000.00 Full Time.

The successful appointee will also be entitled to the following;

- Free school meals
- Membership of Healthcare Scheme
- Contributory Pension Scheme
- School Fees Staff Discount
- Free parking on site

This post offers a rare and exciting opportunity to join a school who are leaders in providing an independent pre-school education for girls and boys aged 3-4 and a prep education for girls aged 4-11 that is aspirational, future-facing, relevant and engenders success in all aspects of school life, while still upholding the best of prep school tradition.

The successful candidate will join a supportive and collaborative team. They will be dedicated to providing an excellent education for the pupils in our school.



Additional Information

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

To promote and safeguard the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact. They will adhere to and ensure compliance with the school's Safeguarding Policy and Child Protection Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' Designated Safeguarding Lead.

The successful candidate will be required to provide an enhanced DBS Disclosure.

In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.







The Granville School 2 Bradbourne Park Road Sevenoaks TN13 3LJ

www.granvilleschool.org 01732 453039