

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



Applications Lead  
(Full time, *all year round*)





## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd), and features in their top ten IB Boarding Schools list for 2021. The Sunday Times named Sevenoaks School Independent Secondary School of the Year in 2018 and 2008.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local

community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

## The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in a commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including three RIBA South East Awards (2011, 2019, 2022) and two RIBA National Awards (2019 & 2022).

With seven distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy. The newest house, a contemporary building with light, modern facilities, opened in 2019. Another boarding house is currently under construction due to open in 2023.

## The Team

The IT Team provides a wide range of data and technology services to academic and support staff, as well as students. The team implements and supports



teaching and business applications, along with the infrastructure needed to keep them running reliably and safely. This includes a wide range of applications, around 1,500 PCs tablets and laptops, as well as our campus wide network.

## The Role

The primary purpose of this role is to be responsible for the ongoing support, optimisation and evolution of our existing business applications. This includes the selection and implementation of new solutions, as needed.

This covers a range of applications, such as student management, sports management, HR, Finance. The Applications Lead manages and co-ordinates the movement of data between applications.

The incumbent maintains business application services throughout the service life cycle, ensuring continual service improvement through enhancing productivity and improving efficiency. They take the lead on maintenance projects, provide subject matter expertise and third line support for our applications. Whilst part of a team, they will work with a high degree of autonomy on projects and maintenance tasks within the framework of operational plans and the infrastructure maintenance plan.

## Reporting to

The role reports to the Director of IT.

## Main Duties and Responsibilities

- Lead for the IT Team on the maintenance, support and evolution of our business applications.
- Act as the applications specialist on projects to

improve our applications and to implement new applications. This includes assessing options, defining requirements, choosing solutions and then configuring, testing and implementing applications.

- Act as one of the school's experts on the use and structure of our data. Help users across the school to understand and improve the quality of our data.
- Work closely with our BI Manager to maintain and improve data quality in iSAMS.
- Support and improve the movement of data between our applications.
- Map, analyse and improve relevant processes, as well as the more technical side of applications.
- Investigate and resolve service desk calls, promptly and efficiently, according to defined priorities and demonstrating a positive and empathetic approach.
- Fulfil service requests from colleagues across the school.
- Liaise with the Servicedesk and the rest of the IT Team to manage service desk queues efficiently.
- Work with the IT Director to understand and plan the full lifecycle of our applications, from first ideas through to completion of decommissioning.
- Keep up to date information about key characteristics of our applications (e.g. age, suppliers, broad areas of functionality, number of users).
- Suggest changes and improvements both to our applications landscape and the way we deliver IT services.



- Provide backup for the BI Manager, where relevant and viable.
- Complete regular, ongoing training and development according to an agreed development plan, appropriate to the post and the individual.

## Person specification

### Essential

- Take a logical, consistent approach to solving problems, including diagnosis and testing.
- Experienced in all aspects of supporting, upgrading, evolving and implementing a wide range of 'business' facing applications.
- Communicate appropriately with technical and non-technical colleagues, including demonstrating the ability to explain technical matters to non-technologists, at all levels
- Elicit and document user requirements, both functional and non-functional.
- Analyse, map and improve organisational processes, mainly in relation to their support by our applications.
- Select new applications, by working with users and vendors to match requirements to products.
- Understand the concepts, practices and approaches behind a broad range of applications.
- Focus on providing excellent customer service at all times.
- Pick-up new ideas and technologies quickly and with a minimum of supervision.
- Routinely focus on ongoing improvement, by

always the analysing lessons that can be learnt from the resolution of a problem or situation.

- Demonstrate good organisational skills.
- Think and act calmly under pressure, for example with technical issues or cybersecurity challenges.

A degree of flexibility may be required in the duties performed, to meet the needs of the service.

### Desirable

- Experience with data and process modelling.
- Familiar with the concepts and technologies used to integrate and move data between different applications
- Understanding of academic processes and software is useful, but not essential.
- Process modelling experience.
- Experience of working with a range of people.
- Familiarity with the education sector.
- Able to demonstrate own learning on technology.

### Hours

40 hours per week. Normally 8.30am – 4.30pm, or 9am – 5pm Monday to Friday.

There may be a few, very occasional times when out of hours work is needed, to support specific situations, or at particular times, most likely to be the start of the academic year.

## Salary and Benefits

### Salary

A salary of £42,000 to £47,000 per year is available



for this post, depending on the skills and experience of the successful job holder.

## Benefits

- Holiday entitlement of 33 days per annum including bank holidays (34 days in 2022).
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The Space, our Performing Arts Centre.
- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

## Offer Conditions

Sevenoaks School is committed to safeguarding

and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. The complete list of required checks will be provided to the successful candidate.

## Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

## Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>.

**The closing date for applications is 04/12/2022 at 23:59.**



The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.