

Applicant Information Pack



ST. MARK'S CE SCHOOL

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE

Executive Headteacher Message

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all - through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.


Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that people can get on with their jobs. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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Our Values & Vision

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

Through our core Christian values of love, service and belonging students will be supported by the whole community, to achieve excellence.

Mission:

One School

St Mark's CE All Through School will be one whole school community. We will create a sense of belonging for all who enter our school. Our school will be a safe place for those who learn and work here. Relationships between staff and students and high expectations of behaviour and conduct will be the key to the success of our school. Our ethos of nurture, high standards and expectations will be modelled through the school by excellent staff. Taught in age appropriate year groups, students will be given the opportunity to benefit from shared facilities and interaction with each other. Primary aged students will have the opportunity to have access to facilities which are not normally available in primary schools. Younger students will have older students as mentors and role models to enhance their school experience. Secondary phase students will have opportunities to develop skills in leadership and mentoring of younger students.

Serving All

St Mark's C of E School will be an inclusive school, which will serve the community of Southampton. As a Church of England School, our values are underpinned by the teachings and example of Jesus. Jesus teaches us to 'love your neighbour as you love yourself'. We will put our students at the centre of our School by supporting them all irrespective of background, nationality, religion, gender or educational need to achieve high standards of education and behaviour. We will serve the students' families, working in partnership, supporting and encouraging them to work with us for the benefit of the students.

As a Church of England School we will expect our students to understand the purpose of serving others, through both our daily actions and through more sustained work helping those locally, nationally and internationally. Leaders of the school will create a culture where every member of the School community can thrive and flourish.

Through Excellence

At St Mark's C of E School we will expect excellence from everyone. This means that leaders will seek to find the most appropriate innovative practice from national and international sources. Leaders will expect the best from the staff and students across the school, and support them to achieve. All staff, in partnership with parents and the wider community, will be expected to give their best at all times to ensure excellent future outcomes for students. Our students will make excellent progress from the moment they arrive at our school. Everyone in the School community will respect and honour one another in the way they look, speak and act. We will teach students at St Mark's our high expectations and work with students and families who need additional support with this.



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Data, Systems and Digital Infrastructure Manager

Data, Systems and Digital Infrastructure Manager

Full time, 52 weeks per year, permanent

37 hours per week, Mon – Friday 7.30am – 3pm

Grade 8 – FTE £37,280 - £40,778 per annum

St Mark's CE School is one whole school community, where we create a sense of belonging for all who enter our school. Our ethos of nurture and high standards and expectations will be modelled through the school by excellent staff.

We are looking for an experienced Data, Systems and Digital Infrastructure Manager to join our school. This role will lead and manage all aspects of school data and IT systems and will drive continuous improvement, analyse performance, ensure value for money, and build the school's capacity for digital innovation.

To be successful, you will have proven ability to lead on data, IT and digital transformation projects. As well as this you will need strong organisational, communication and problem solving skills.

For more information and to apply, please visit

<https://www.stmarksschool.co.uk/vacancies.html> and fill in our 'Support Staff' application form. Completed applications should be then emailed to: recruitment@st-marks-southampton.org.uk

If you need any more information on the role please email hr@st-marks-southampton.org.uk

Closing date: 12 noon, Monday 5th January 2026

We reserve the right to call candidates for interview and appoint to the role before the closing date.

Unfortunately we do not have the ability to support sponsorship for overseas candidates.

St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This role requires an enhanced DBS.



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Job Description

Purpose of Role

To lead and manage all aspects of school data, IT systems, and digital infrastructure, ensuring that technology and information are used strategically, efficiently, and securely to enhance teaching, learning, and operations across the all-through school. The post holder will drive continuous improvement, analyse performance, ensure value for money, and build the school's capacity for digital innovation.

Key Responsibilities

- Lead the school's digital and data strategy, aligning IT systems with the School Improvement Plan.
- Analyse and lead on the strategic and efficient use of IT systems and curriculum IT resources across all key stages.
- Evaluate and report on the value for money of IT systems, licenses, and service contracts.
- Drive improvements in digital infrastructure to enhance school efficiency and user experience.
- Lead on the collection, management, and analysis of school performance data.
- Oversee the production of dashboards and reports for SLT, governors, and external stakeholders.
- Support with staff and student timetabling, ensuring accurate and efficient scheduling across the all-through structure.
- Oversee GDPR compliance, acting as or liaising with the Data Protection Officer (DPO).
- Manage and respond to Subject Access Requests and Freedom of Information requests.
- Lead website compliance and content management, ensuring all statutory requirements and accessibility standards are met.
- Line-manage IT and data staff, setting clear objectives and ensuring continuous professional development.
- Oversee staff training and onboarding in all key IT systems, including MIS, digital tools, and data management processes.
- Collaborate with curriculum and support leaders to ensure systems effectively support teaching, learning, and assessment.
- Oversight of website compliance and school communication.
- Management of digital safety and use of artificial intelligence.

Other duties

- To ensure all tasks are carried out with due regard to Health and Safety
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism.
- Attend appropriate staff meetings.
- Any other duties as commensurate within the grade

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Person Specification

Knowledge	Essential	Desirable
Hold a recognised computer or network management qualification at NVQ /City & Guilds level 3 or 4 level, or equivalent	X	
A good standard of education, literacy and numeracy skills	X	
Strong technical knowledge of data analytics tools and MIS systems (SIMS etc)	X	
Knowledge of computer hardware/software programmes and servers	X	
Skills		
Strong organisational and communication skills	X	
A good sense of humour and the ability to work under pressure whilst managing and prioritising a busy workload	X	
Ability to solve problems, design solutions and demonstrate ICT support skills for both staff and pupils	X	
Designing, configuring and managing computer network systems and servers		
Experience		
Proven ability to lead on data, IT and digital transformation projects	X	
Experience in managing and responding to GDPR Subject Access Requests and Freedom of Information Requests.		X
Experience of working in a school or education setting		X
Previous experience in line management		X



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