JOB TITLE: **Head of IT**

REPORTS TO: **DIRECTOR OF FINANCE AND RESOURCES**

WORKS CLOSELY WITH: **HEAD TEACHERS, SCHOOL BUSINESS MANAGERS AND TRUST COLLEAGUES**

LINE REPORTS: **IT STAFF IN EACH TRUST SCHOOL**

SALARY: **Grade 12 (£44,514 - £52,137) dependant on qualifications/ experience**

JOB PURPOSE:

To drive and deliver the development and operational provision of IT services across the Trust in order to support high quality computing and communication facilities, able to adapt and adopt new technologies that will support school and organisational improvement. Managing strong teams of support technicians in each school and delivering a high standard of service to both teaching and management colleagues and students.

PRINCIPAL RESPONSIBILITIES/DUTIES

The post holder will be expected to develop an understanding of the organisation, its culture, standards and requirements in order to provide appropriate IT services. In consultation with relevant colleagues the post holder will advise on the development of the Trust's IT provision and will lead the implementation and development of IT projects.

The following responsibilities provide a broad indication of the scope of the role:

- To take responsibility for the day-to-day line management of IT staff, to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- To maintain and develop the Trust's core IT infrastructure, and to advise on how to maximise its effectiveness, keep it maintained to current standards and recommend upgrade and refresh as appropriate.
- To ensure and monitor the effective management of a fast-running, reliable computer network that will offer a quality platform to support teaching and learning, as well as the wider administrative and managerial needs of the MAT.
- To investigate, recommend, procure and support new and refreshed technologies as developments and end of support timescales require.
- To ensure compliance with all IT-related legislation, including matters related to GDPR and safeguarding online, information security and the use of software licences.
- To monitor and ensure that reliable back-up system and disaster recovery procedures are in place across the MAT.
- To communicate IT strategy to staff, providing guidance/ training and assistance either directly or via school based IT Technicians as required so that users feel confident and secure and are able to put the IT provision to best use.
- Following consultation with the Director of Finance & Resources, School Business Managers and Head Teachers, draw up the proposed annual IT budgets, recommending the priorities for spending and investment over the short, medium and long term.
- To manage relevant elements of the IT budget and any IT project budgets, once agreed.

The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the DoFR.

Person specification

Job Title	**Head of IT**
Organisation	**Endeavour MAT**

Selection Criteria	**Desirable/ Essential**
Education and Qualifications:	
Educated to degree level in a relevant discipline or equivalent professional qualification or significant specifically relevant experience	Essential
Postgraduate, higher level IT, Prince2, ITIL or similar relevant qualification	Desirable
Knowledge	
Development and implementation of IT strategy and infrastructure.	Essential
Project management techniques.	Essential
Servers and virtualisation, end point desktop operating systems and software, switches (largely HP), WAN/WiFi Networks, SANs, routers, firewalls and telephony.	Essential
IT network security such as anti-malware, anti-spam, anti-phishing and IDS.	Essential
CCTV, intruder detection, access control and building management systems.	Desirable
Experience	
Managing IT infrastructure.	Essential
Managing large IT infrastructure within a multi-site organisation.	Desirable
Working at a management level within IT delivery.	Essential
Working at a senior leadership level.	Desirable
Managing resources (people and budgets) effectively.	Essential
Producing evaluative reports and presenting the results to a variety of audiences.	Essential
Skills	
The ability to develop and implement IT related strategies, policies & practices.	Essential
Demonstrate strong interpersonal skills across all levels of the organisation and with different stakeholders.	Essential
Demonstrate the ability to build strong, motivated and talented teams.	Essential
The ability to manage your time effectively across a significant portfolio of work.	Essential
Demonstrate the ability to be a proactive and innovative problem solver.	Essential
Attitude and aptitude	
Be an effective advocate for well-planned and managed change.	Essential
Have a flexible and proactive approach.	Essential
Be highly motivated.	Essential
Have an analytical approach to problem solving.	Essential