

EAST LONDON ARTS & MUSIC



THE INDUSTRY ACADEMY



IT Manager

Start Date: ASAP

Application Deadline: Monday 14th August 2023 at Noon

Contract: Permanent, Full Time, All year round with 35 days Annual Leave

Salary Range: ST32 (£46,303) to ST39 (£51,742)

Interviews: Friday 18th to Thursday 24th August 2023

We are fully focused on equality and believe deeply in representing the diversity of race, gender, sexual orientation, religion, ethnicity and national origin of our Trainees in our staff body. We welcome applications from suitable candidates of any background and are particularly interested in hearing from candidates from underrepresented minority ethnic backgrounds.

Dear Applicant,

For a long time it has been evident that many creative young people - particularly those from marginalised communities - miss their calling due to a lack of industry opportunities, low-level recognition of their talents and a failure to develop sector relevant skills.

We do not believe that circumstance should ever be a barrier to any young person's ability to realise their potential and we have made it our mission to show how talented young people can thrive and succeed in the creative industries. This would have several benefits. It would benefit those individuals directly with careers shaping the creative and culture landscape, it would benefit the creative industries themselves with talented creatives from diverse backgrounds and it will benefit future generations. It's hard to 'be it if you can't see it'. We want our talent to be successful and 'seen' so future generations believe - justifiably - that they can do it too.

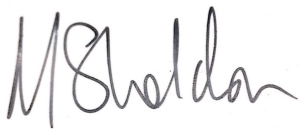
ELAM was founded as a result of a deep and genuine partnership between devoted and visionary educators and professional creative industry collaborators. We are supported by and collaborate with Universal Music, Ridley Scott Creative Group, You Tube, Vevo, GRM Daily and a range of other organisations and individuals who share our commitment to talented young people who might not otherwise get the chance to shine. Together, we are able to push pedagogical boundaries and create a truly world-class educational experience for our learners.

ELAM is not your typical school. We combine incredibly high standards with compassion and care; we aim to be more focussed on preparing for industry than being a school. We wish to build a learning environment that is rigorous, personalised and always 'plugged-in' to the real world. As such, we are looking for an innovative, outstanding and dedicated individual to help us prepare our talented students to thrive in the world they face tomorrow.

We believe we can radically change access routes to the creative industries which will benefit children for many future generations. I genuinely believe that this is a rare chance for a talented and passionate leader to carry on the work of designing, building and delivering what will be a transformative and influential vision for increasingly representative creative industries - locally, nationally and internationally.

If you also deeply believe in the potential of talented young people, their potential to succeed and to pave the way for future generations then please consider applying for this role - we look forward to meeting you.

Best Wishes,



Matt Sheldon
Principal

About East London Arts & Music (ELAM)

ELAM is a world-class 16-19 Academy which offers young people everything that they will need to lead successful lives within the music, games design and film and television industries.

Our vision is that all children growing up in the UK see themselves represented in UK culture. We believe this vision will better the creative industries of tomorrow and believe this can be achieved by increasing the access routes into those industries for talented young people. The creative industries in the UK continue to do well and are currently worth £92 billion to the economy, while growing at more than double the speed of the wider economy. However, unlike many other industries, it is not always clear how to get into these jobs and therefore there is often a lack of diversity within these sectors. Increasing the access routes to everyone will therefore increase the quality of talent and the continued growth of the sector long term.

ELAM opened in September 2014 with an inaugural cohort of 75 Music Trainees- our music programme designed to provide young talent with the musical, technical and personal development needed for 'industry readiness'. Our Film & Television Production and Games Design and Development courses were launched in 2017, resulting in our trainee numbers reaching a capacity of 300.

ELAM is fully funded by the Department for Education and inspected by OFSTED. Our first full Ofsted inspection in May 2017 resulted in a grading of Outstanding in every category. While this is a huge achievement, and something that we are immensely proud of, we are also still a long way from meeting our vision. There is still a lot of work to do and as a school we are restless in the pursuit of achieving this.

We seek to achieve this by providing industry standard courses for our trainees in Music, Games Design and Film and Television. We have partnered with sector leading organisations including YouTube, Universal Music, The BPI, Grain Media and Creative Assembly to devise a curriculum that will develop the future leaders of these sectors by meeting the relevant knowledge, skills and cultural demands. In addition, all trainees at ELAM undertake a study of Maths and English as we identified the skills provided by these subjects, such as written and oral communication, problem solving, data analysis and research are the key traits of the current leaders of these fields.

Who is involved?

ELAM has been founded by a group of leading figures from industry and education. Will Kennard, Musician and one half of production duo Chase & Status, is a founder and governor. Alongside Will, the Governing body has senior executives from across the creative industries and education. We have support from a wide-range of partners from the music, film and games industries.

How does ELAM support its Trainees?

ELAM is totally committed to the successful progression of its Trainees onto these pathways. Our Trainee Handbook ([here](#)) is useful to see how we aim to support and develop our Trainees.

What does the end product look like?

Please see our 'Unseen, Unheard, Unplayed' showcase featuring the final projects of our Year 13s from 2021 [here](#).

- Unseen showcase [here](#)
- Unheard showcase [here](#)
- Unplayed showcase [here](#)
- Our YouTube shows the range of talent that our Trainees have and develop - see ELAM's vision in action [here](#).

"We want young people to show high levels of responsibility, use their initiative, have strong communication skills and be able to work with others...that is why Universal Music Group will be working with ELAM."

David Joseph, Chairman and CEO of Universal Music UK and Ireland

IT Manager

We are seeking to appoint an outstanding IT & Systems Manager to support the centre's IT provision including our 5 curriculum areas: Music, Film and TV, Games Design, English and Maths. The role will provide Specialist IT support to around 350 users at ELAM, enabling the optimum use of the technical facilities and ensuring technical resources are maintained to a high standard.

You will develop and implement an effective IT strategy, responding to the changing IT and specialist equipment requirements in the sector. You will develop ELAM's IT and specialist technical provision, ensuring an excellent service is delivered to all Trainees, staff and stakeholders.

Role Purpose

ELAM has an excellent IT provision. There are currently 4 Apple iMac and 4 Windows PC suites in addition to iMacs in our study areas and other specialist IT in spaces such as our Innovation Lab (venue and film studio) and Recording/Rehearsal Studios.

Our AV provision includes high end film and TV equipment such as digital cameras and cinema projectors, audio recording equipment, along with interactive displays in every classroom and screens connected to projectors in each room.

This role will manage our provision to ensure that the IT provision supports a world class experience, but also promotes and looks for ways to enhance the user experience through IT opportunities. The role will also cover IT related AV systems, ensuring that these every day systems are running effectively for the delivery of excellent provision.

To be successful in this role you will:

- Support the ELAM vision and have a love of the creative arts
- Fully commit to our supportive but challenging ethos and culture
- Thrive on working in teams but be able to work independently
- Constantly challenge yourself to become better
- Commit to supporting our comprehensive out of hours student enrichment programme

Main Roles and Responsibilities

Deliver highly reliable, effective and secure IT & IT related AV systems, which will include:

- Responsible for overseeing ELAM's response to its recent IT audit
- Responsible for the operational management of all aspects of the IT Infrastructure including: inter-site networks both fixed and wireless, server environment, hosting & cyber security
- Responsible for supporting a large Apple environment (+250 devices), liaising with 3rd party offsite support (Datajar)
- Responsible for the operational management of all windows based PCs over 100 devices)
- Responsible for the operational management of IT related AV systems (IWB, teacher computer, speakers and peripherals)
- Responsible for the coordination and integration of technologies and processes such as Microsoft Hyper V and System Centre
- Responsible for procurement and maintenance of IT, with consideration for Trust- wide purchasing efficiencies where relevant
- Responsible for the deployment & management of cloud services such as Google Workspace, Arbor MIS & specialist software such as the Adobe Creative Suite

- Provide management information & reports in relation to the IT functions, identifying & monitoring KPIs. To monitor the use of systems, software & equipment, ensuring compliance with copyright, computer misuse, data protection & other relevant legislation
- To ensure designated budgets are accurately prepared & effectively managed
- To lead & promote effective Risk Management (including Cyber security & Health & Safety)
- Responsible for ensuring systems are secure & managed within guidelines laid out by Jisc technologies, the PREVENT strategy and ELAM safeguarding policy
- Specifically focus on ELAM's filtering and monitoring requirements as guided by Keeping Children Safe in Education 2023.
- Work across the Day One Trust (DOT) that ELAM is a part of to ensure delivery of service for the Central Team

Develop and implement an efficient IT strategy for ELAM, which will include:

- To lead on key architectural decisions within IT Infrastructure; ensuring availability, flexibility of access & security principles are adhered to
- Ensure that IT are as closely reflective of industry practice as possible
- Manage and develop operational relationships with 3rd parties for the delivery of support and services.
- Oversee the liaison with suppliers, engineers and service providers
- Responsible for production of policies and procedures relevant to IT and inline with DOT policies
- Responsible for ensuring effective cross-Trust communication re: IT infrastructure, projects, plans & updates
- To lead on the business planning & self-assessment process for the area of responsibility
- Ensure IT projects are supported with appropriate resources.
- Project manage & deliver projects as and when required promote & develop innovative uses of technologies, whilst ensuring that the IT service is consistent with ELAM requirements
- Ensure strategy is considered within the wider context of DOT & communicated clearly with the Central Team & other schools in the Trust
- Responsible for the service improvement plans & ongoing evaluation of service delivery
- Responsible for the effective planning & management of team resources to deliver IT department objectives
- Build & promote a culture of continuous improvement, increasing the availability & quality of service delivered
- Build relationships across teams & across the Trust's organisations to ensure effective working relationships

Applying to ELAM

We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other characteristics that make us different. We are particularly interested in hearing from candidates from Black and other underrepresented minority ethnic backgrounds and women who are currently under-represented in our technical staff.

Start Date: ASAP**Salary:** ST32 £46,303 - ST39 £51,742 (dependent upon relevant experience and current position)**Closing Date:** 12 Noon on Monday 14th August 2023**First round interviews:** Between Friday 18th and Thursday 24th August 2023

Please complete an application form [HERE](#)

For an informal discussion about this role please email kmoult@elam.co.uk
