

St Thomas Aquinas Catholic Multi Academy Trust

Job Description

Trust IT Manager

Reporting to:	Director of Business Services
Responsible for:	Trust IT Team
Liaising with:	Headteachers, Trust Board Committees, other colleagues, contractors, and suppliers
Grade/Salary:	Band S3, SCP 40 - 44, £48,474 - £52,529pa
Hours of work:	37 hours per week, all year round (additional hours may be required to meet the requirements of the role)
Additional:	Regular travel between Trust sites will be required

Core Purpose:

- Developing and implementing a long-term strategy for IT across the Trust
- To support the schools in the Multi-Academy Trust in the development and effective delivery of IT systems across the Trust.
- To be responsible for day-to-day leadership, internal organisation, management, and control of the Trust's schools IT infrastructure, including operating systems, devices, software, licences, communication systems and peripherals.
- Responsible for ensuring the Multi-Academy Trust has a high performing IT network that uses cutting edge technology to improve outcomes for all pupils and students.
- To lead on the delivery of an IT support service for the schools across the Multi-Academy Trust, delivering excellent levels of customer service to students, staff and the wider Trust community.
- Line management of the Central IT team.

Specific areas of responsibility and key tasks:

IT Network

- Develop and lead the implementation of a strategic and financially efficient ICT strategy schools that transforms the way ICT is delivered across the Trust and assists in the delivery of a Trust-wide and the individual academies development plans.
- Develop and establish monitoring systems to ensure the availability of the Multi-Academy Trust's network, ensuring failover systems are in place in the event of a system failure.
- Oversee strategic and operational ICT activities across the Trust and its schools to ensure policies, procedures, processes and systems are regularly reviewed to ensure they are effective, deliver value for money and are applied consistently.
- Develop and continuously review a Trust-wide IT usage policy, ensuring it remains relevant in the event of technological developments.
- Ensure systems are in place to prevent unauthorised access to the Multi-Academy Trust's IT network and ensuring the appropriate security measures are in place to safeguard personal information as required by data protection legislation.
- Develop and maintain an IT Disaster Recovery Plan for the Multi-Academy Trust, ensuring a clear policy and procedure is in place for the automatic backing up, accessing and restoring all data held on Trust IT systems, including off site backups.
- Develop and lead the implementation of a Trust wide connectivity plan to enable remote working, meetings and conferencing.

IT Procurement

- To lead on the procurement of ICT licences, maintenance and equipment, identifying opportunities to save money through benchmarking, negotiating, tendering and obtaining quotes in line with DfE and EU regulations and the Trust's financial policy and procedures.
- To work with the Director of Business Services and the Finance Director on the Trust's ICT budget, ensuring that resources are used effectively and in line with the academies development plan.

IT Support

- Lead on delivery of the IT team to all academies within the Trust, ensuring the team delivers in line with agreed targets and ensure customer satisfaction with the IT service is consistently excellent.
- To build and develop a high performing team of IT technicians, ensuring succession planning is in place at all levels.
- To provide technical direction, support and assistance for the delivery and development of IT systems.
- To oversee the administration of Trust-wide IT systems, ensuring new users are set up in a timely manner, system access controls are in place and system changes are managed in a controlled environment.

- To ensure that IT staff within primary schools are supported, developed and equipped with the resources required to deliver effective IT support across the Trust.

GDPR

- To adhere to UK-GDPR and Data Protection Regulations.

Reporting

- Prepare reports for the Trust Committees on all areas of responsibility covered under this job description in a format to be agreed with the Trust Board.

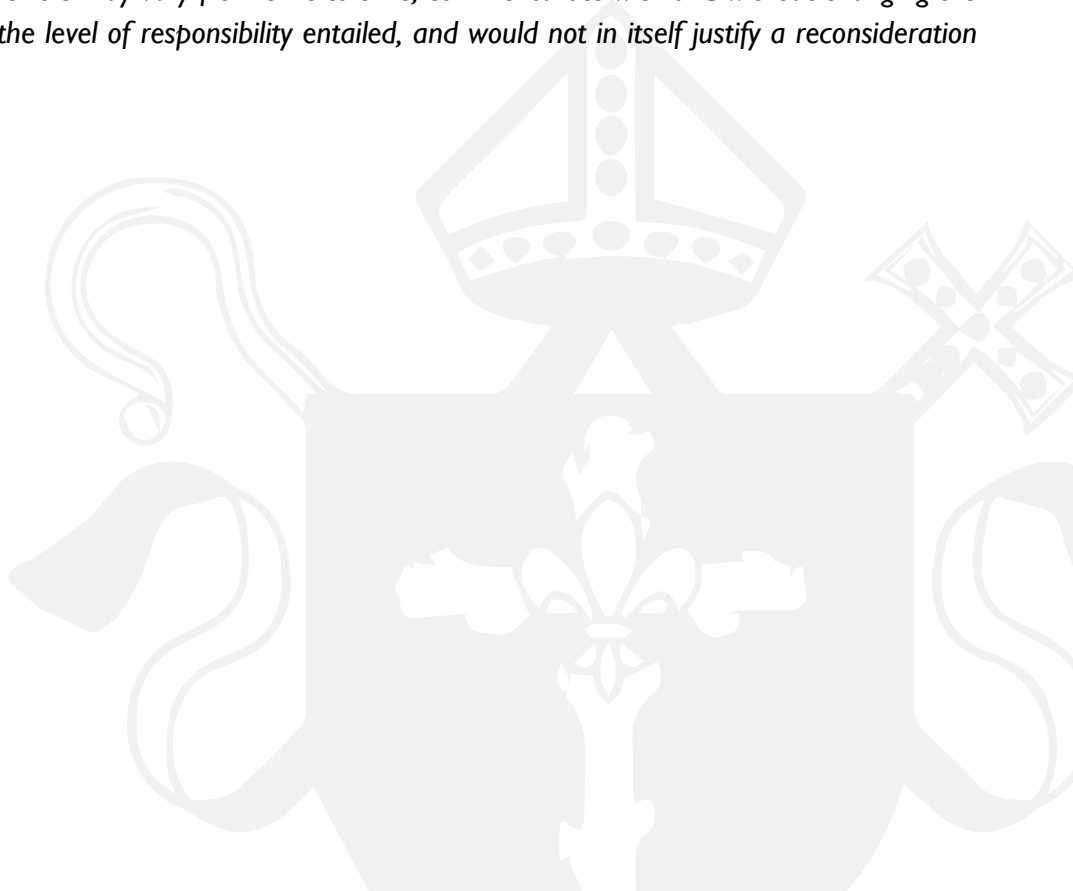
Additional Duties

- To support the Catholic ethos of the Trust
- To attend meetings as required
- To take action to improve outcomes for young people and to support all academies in the Trust to be outstanding

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.



St Thomas Aquinas Multi Academy Trust

Person Specification

Trust IT Manager

A Training and Qualifications	Essential	Desirable
Educated to A Level or above, including a minimum of GCSE (or equivalent) grade C in maths and English	Y	
Educated to degree level 2:1 or above in a relevant subject or equivalent professional qualification		Y
Level 5 qualification in a relevant discipline or relevant experience at this level	Y	
Evidence of commitment to continuing professional and personal development of self and others	Y	

B Experience	Essential	Desirable
Experience of working in a management role for a minimum of 5 years	Y	
Experience of managing a complex IT Networks, across multiple sites, with a large number of front end users	Y	
Experience of leading a high quality support service to a diverse user community in the education sector	Y	
Experience of managing and delivering strategic and complex projects	Y	
Experience of procurement and knowledge of tendering process and procedures	Y	
Experience of successfully leading a team and line manage staff	Y	

C Professional Knowledge and Skills	Essential	Desirable
In depth specialist knowledge of industry standard technologies	Y	
Strong technical knowledge of server hardware and software technologies, networking, Microsoft server and desktop environments including Windows Server, Exchange, SQL, Windows Client OS, and Office	Y	
Financially aware and budget conscious	Y	
Evidence of continual professional development	Y	
Knowledge of performance management systems	Y	
Ability to manage a varied and complex workload as well as delivering to timescale	Y	
Excellent verbal and written communication skills	Y	
Excellent planning, organisation and negotiation skills	Y	

D Personal Attributes	Essential	Desirable
Willingness to support Catholic ethos across the Trust	Y	
Ability to command credibility and respect	Y	
Emotional resilience	Y	
Ability to self-evaluate and reflect	Y	
Able to adapt to changing circumstances and new ideas	Y	
Attention to detail	Y	
Can-do attitude and solution focused approach	Y	
Ability to be respectful and promote equality of opportunity and diversity	Y	

E Safeguarding	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	Y	

