

Director of IT

Candidate Pack

enjoy respect achieve



Welcome Letter

Dear Applicant,

Thank you for expressing your interest in the post of Director of IT.

This is a key strategic position within the Trust's senior leadership team, and you will be expected to bring a modern, forward-thinking approach to the leadership of the IT function. This position will support commercial decision-making to ensure the Trust works effectively towards the delivery of its vision, and strategic goals.

Bohunt Education is a Multi Academy Trust (MAT) comprising of eight secondary schools and one all through school. We are a large team of dedicated and passionate staff who everyday make a difference to over 11,000 students. We provide innovative, high-quality education for children aged four to 18.

We deliver a shared vision across all nine of our schools. We set the highest expectations for our staff and our students, an ethos of 'enjoy, respect, achieve', unparalleled opportunity and highly effective innovative teaching combined to develop students who are 'game changers'.

We believe in the transformative power of education and as we advance to the next stage of our Trusts growth and development, we are seeking to appoint a Director of IT to join our central team.

If you feel you have the passion, expertise and vision to join us please do read on through the application pack and we very much look forward to receiving your application.

With warm wishes

Neil Strowger
CEO

About BET

At BET, we provide innovative, high-quality education for children aged four to 18. We are a multi-academy trust (MAT) of non-fee paying schools, working together with shared values and vision to ensure consistency and excellence for all our students. Driven, ambitious game-changers, we set the highest expectations, and nurture students' individual talents and interests to help them achieve their full potential.

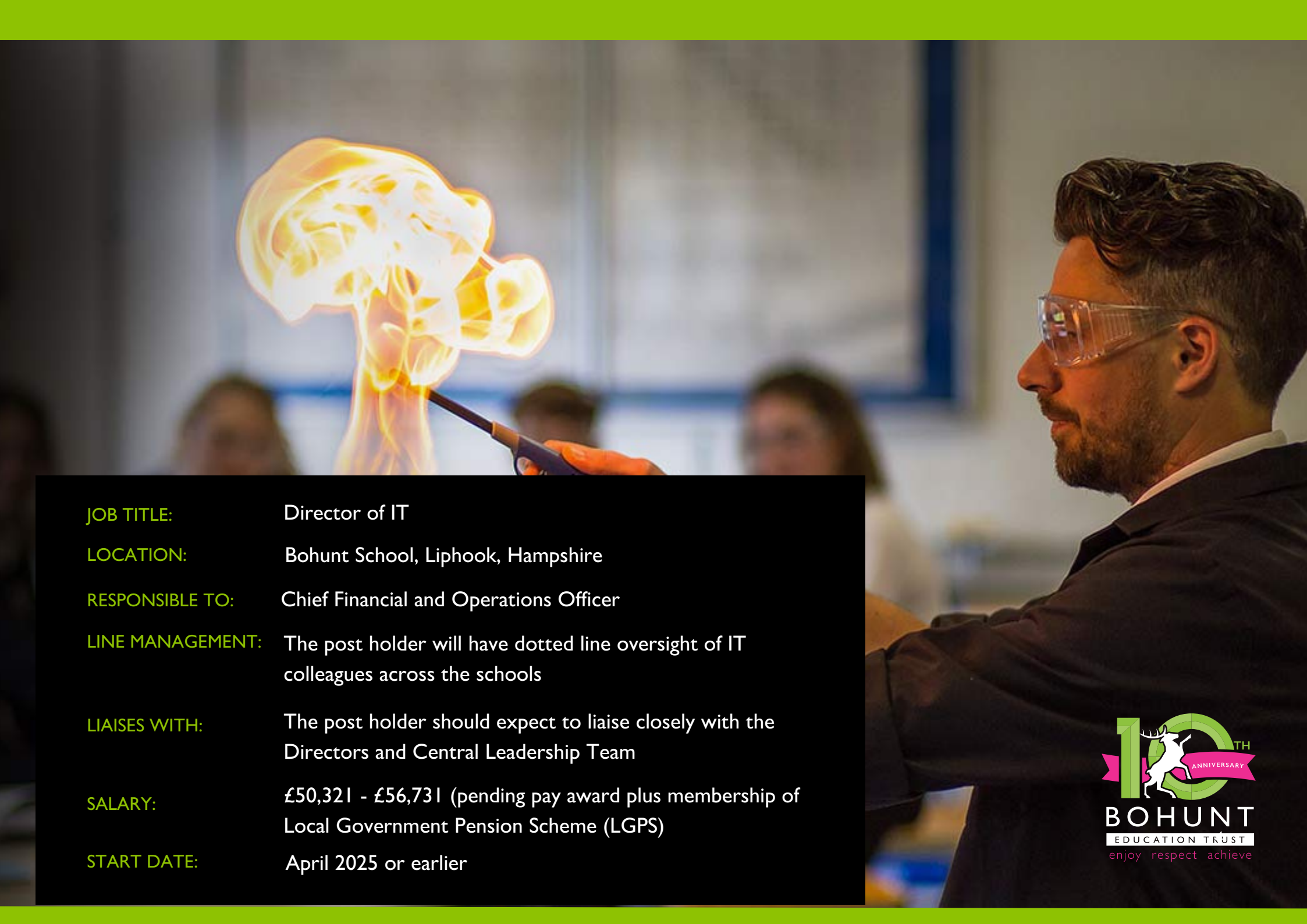
OUR VISION

The highest expectations, an ethos of 'enjoy, respect, achieve', unparalleled opportunity and highly effective teaching combine to develop students who are 'game-changers'. We aim to give all students an outstanding education and develop skills in the classroom and beyond – to help our young people flourish throughout their school career, and on into later life. BET is ambitious. We aim to transform how education is delivered in schools across the country and beyond by sharing the best practice we have pioneered in our own schools. We are keen to share this vision with other primary and secondary schools at every stage in their development.

OUR APPROACH

BET's approach to teaching and learning is innovative and immersive – a rich blend of the latest education thinking, technology and practice both in and outside the classroom. We set the highest expectations for ourselves and our students, and this is reflected in our results and Ofsted progress.

Across all our schools, we have introduced a range of game-changing teaching methods, including language immersion in Mandarin, cross-cultural projects with Sweden, China and Germany, and an integrated Science, Technology, Engineering and Maths (STEM) curriculum developed in partnership with business and industry.



JOB TITLE: Director of IT

LOCATION: Bohunt School, Liphook, Hampshire

RESPONSIBLE TO: Chief Financial and Operations Officer

LINE MANAGEMENT: The post holder will have dotted line oversight of IT colleagues across the schools

LIAISES WITH: The post holder should expect to liaise closely with the Directors and Central Leadership Team

SALARY: £50,321 - £56,731 (pending pay award plus membership of Local Government Pension Scheme (LGPS))

START DATE: April 2025 or earlier



Position Profile

The Director of IT will work with central team colleagues including, but not exclusively, the Digital Strategy Lead, Director of Education, Chief Financial and Operations Officer and our external IT support provider to define and deliver the IT strategy for Bohunt Education Trust across our schools. You will lead and develop a well-resourced IT Support team across the schools who provide IT support to our staff and pupils. This is a central role, vital to our schools aims and the efficient running of the schools' IT systems.

The successful candidate will be a highly skilled IT professional who is up to date with current and emerging best practices and has the ability to adapt and respond to the changing needs of the Trust. You will have hands on technical experience and will lead and manage a team to ensure effective, efficient and professional service delivery. You will have a strong technical IT background with experience of server and network infrastructure, cybersecurity, cloud services and ideally supporting a 1:1 device programme. You will have experience of strategic planning and implementing IT projects on time and in budget.

This position would suit someone experienced in working in an educational setting perhaps as an IT Manager in a single academy trust looking to expand your role, however educational experience is not essential. We seek a knowledgeable, highly adaptive problem solver with an excellent understanding of high-level customer service and IT mastery.

The selected candidate will be a strong communicator with excellent customer service skills who is capable of thinking strategically. You will be an effective leader who can lead from the front and contribute to the day-to-day support provided to staff and pupils.

The successful applicant should be a car driver as the role will require travel between sites.

Job Description

Job Purpose

The role of the Director of IT is to:

- Develop and implement the Trust's IT Strategy, ensuring the Trust's resources and services are fit for purpose, secure and support future development
- Provide expert operational and strategic advice in all matters relating to IT to senior staff, Governors and Trustees
- Oversee the management of the IT resources of the Trust and its networks
- Oversee management of the IT Support function, focusing on end user support and ensuring the provision of timely and effective responses to requests and incidents from across the Trust
- Ensure that the schools in BET are delivering a high-quality IT provision and securing the best outcomes for pupils
- Champion excellent customer service through effective Incident Management processes and dynamic leadership

Key Responsibilities

- Lead on the planning, development, and implementation of the Trust's IT Strategy that enables a cost effective and capable service to be delivered
- Design the Trust Network and Infrastructure ensuring the solution is costed and return on investment is realised
- Support effective future-proof planning of the schools' networks and maintenance schedules for the networking components including but not limited to contributing to the regular network audits, preventative maintenance, capacity planning and monitoring
- Lead on the development of Trust policies relating to IT and procedures to ensure continuous improvement in services including online safety, acceptable usage, and information security
- Own, maintain and regularly review whole-school and Trust system contingency plans, critical incident policy and procedures - including Business Continuity and Disaster Recovery





Job Description Continued

Key Responsibilities

- Lead on Cyber Security, and IT related aspects of data protection, across the Trust to ensure the integrity of the Trust's electronically held information
- Strongly promote innovation in IT, by keeping up to date with the most recent technologies and advising on how new technological solutions and their implementation will support the teaching, learning and business needs of the Trust and individual schools
- Keep up to date with legislation to ensure compliance in all areas
- Ensure IT Hardware and Software standards are developed and contribute to effective IT procurement projects to leverage economies of scale, providing technical expertise and supporting supplier contract monitoring
- Effectively manage IT projects, ensuring timely and successful implementation of digital initiatives
- Responsible for problem management and root cause analysis of ongoing and severe incidents/outages
- Identifying and prioritising risks relating to the IT Service and implement mitigating controls
- Ensure adequate testing is undertaken prior to all implementations
- Ensure full documentation is produced for all IT changes
- Ensure network filtering and IT security protocols are implemented and setup to offer robust protection from threats
- Act as the point of escalation for complex support issues
- Create and maintain accurate and relevant documentation of IT systems and processes, and asset registers of IT equipment and software
- Manage disposal of electrical waste in line with relevant regulations
- Ensure all Trust IT systems are fully operational at all times

Job Description Continued

Key Responsibilities

- Support the infrastructure that underpins the Trust's Management Information Systems, and any other related school systems
- Responsible for the integrity and security of all Trust IT systems, ensuring appropriate anti-virus software is deployed to minimise the risk of data and system loss and/or corruption
- Provide expert advice and support when systems are being upgraded or installed
- Ensure all data is backed up
- Work with staff and leaders to develop and extend IT knowledge and capabilities across the Trust
- Hold regular update meetings with stakeholders (Directors/Deputies/Trust SLT) to ensure deployed systems meet educational and organisational needs
- Develop and maintain strong relationships with internal and external stakeholders
- Devise, plan and deliver training for team members to ensure the IT Team is skilled to offer excellent customer service
- Encourage and develop CPD opportunities for the IT teams





Qualities

- Experience of Technical Architecture development and network design
 - Experience of managing a complex IT Networks, across multiple sites
 - Recognised IT qualifications or be able to demonstrate competency of working at this level
 - Experience of Information Security protocols
 - Experience in a role where accuracy and attention to detail are essential
 - Experience of Project Management
 - Able to work well under pressure, to tight deadlines and across a number of diverse areas simultaneously
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- The post holder is responsible for promoting and safeguarding the welfare of children, to comply with the Trust's Child Protection Policy and to report to the Designated Safeguarding Lead or Directors any concerns relating to the safety or welfare of children
 - The post holder must maintain a clean and safe work area, having regard to Health and Safety regulations and requirements generally and particularly in relation to their role
 - This post carries a high level of sensitivity; the post holder must maintain strict confidentiality

Person Specification

Criteria	Essential	Desirable	Assessment
Qualifications	Relevant technical qualification.	Degree in IT, Computer Science or a related discipline Professional certifications such as ITIL,PRINCE2 or relevant cyber security qualification.	Application form
Experience	- Proven experience in IT leadership. - Track record of developing and implementing IT strategies and managing complex projects and change programs. - Experience in Cloud storage and migration of data. - Experience of working with a variety of different platforms (Google, Apple, Microsoft). - Experience in maintaining data with data privacy in mind, to prevent data breaches and respond appropriately to data access requests. - Experience in the implementation, support and management of MIS platforms.		Application form Interview References
Knowledge and Understanding	- In-depth knowledge of IT systems, networks and cybersecurity practices. - Financial acumen and proven experience in creating and managing budgets. Experience in procurement, negotiation and developing/managing partnerships.	Understanding of the educational technology landscape and its impact on teaching and learning.	Application form Interview References
Skills and Personal Attributes	- Strong interpersonal skills with the ability to work under pressure and prioritise effectively. - Collaborative, with the ability to build strong relationships across the Trust. - Excellent stakeholder engagement and communication skills with the ability to influence at all levels. - Results-orientated and committed to delivering high-quality outcomes. - Proactive and student outcome focused. - Strong negotiator focused on fair outcomes. - Detail-orientated with the ability to apply appropriate levels of prioritisation, planning and governance. - A listener and analytical thinker. - Genuinely interested in the use and adoption of technology to meet the needs and objectives of the students and staff across the Trust. - Resilient and adaptable in a fast-paced and evolving environment. - Outward facing and evidence-based approach to solution finding.		Application form Interview

How to apply:

If you would like to discover more about this exciting opportunity, need any further information or wish to arrange an informal discussion, please contact Synamon Harvey-Forrester (Chief Financial and Operations Officer) at: SHarvey-Forrester@bohunt.hants.sch.uk.

Closing date: Monday 17 March 2025 12 Noon

Interviews: Thursday 20 March 2025

Please fill out the support staff application form found on the webpage linked below and email your completed application to: jobs@bohunt.hants.sch.uk

<https://www.bohunt.hants.sch.uk/vacancy/application-forms/>

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The post is subject to an enhanced DBS check and satisfactory references. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



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