

JOB DESCRIPTION

TRUST HEAD OF IT Full Time (year round)

Job Title:	Trust Head of IT
Terms:	Full-time, year round (25 days holiday) Salary – commensurate with experience + LGPS pension
Reporting to:	Deputy Chief Executive
Working with:	Trust CEO, Principals, FD and Trust Data Manager (& other central team and school-based colleagues as appropriate)

Role purpose:

- To ensure that IT at this young Trust (software, hardware, systems - including telephony, support for these - including in classrooms by teachers and students; relevant training), enables efficient and effective communication and collaboration; while supporting the delivery of the Trust's mission, vision and values of overcoming educational underperformance through a powerful education.

Reporting Lines:

This position will report to the Deputy Chief Executive Officer of the Trust, and will have line management responsibility for:

- the Trust's IT providers
- external IT contractors commissioned for projects
- external software providers

Responsibilities:

- To achieve IT arrangements which are fit for purpose, cost effective and delivered in planned, timely and secure ways
- To consult with key stakeholders so that change and risk are managed and mitigated
- To develop new systems to respond to the changing needs of the Trust
- To train and support all areas of the organisation in use of IT
- To ensure that the IT provision meets the needs of pupils across the trust.

Required Experience:

- Current experience as Network manager or similar in a high-performing educational (ideally school-based) organisation
- Project-management expertise (including formal training in the same)

- A clear understanding of and appreciation for the accountabilities and pressures of working in high-accountability school settings
- Track-record in effectively training others to use IT (hardware and software)

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- To communicate with clarity, professionalism and in a positive manner with faculty colleagues, suppliers, students and – potentially - parents. To be an ambassador for the Trust in dealing with external persons
- A calm and solution-focused manner, able to cope with work pressure points, disruptions and things going wrong, and support others in doing so, by being hands-on when needed
- To be highly motivated and positive towards the Trust’s mission, vision and values
- To have a flexible approach towards work and working hours. Although the post-holder should be able to cope with the required workload during normal working hours, it is recognised that during unexpected staff absences or when things do not go to plan, flexibility will be required. This position demands flexibility in working hours so that tasks are completed, so that educational activity is not interrupted
- To be totally reliable with excellent time management skills. Once entrusted with a task, to efficiently use time to ensure that it is completed on time, or to raise with the Deputy CEO the reasons why the task cannot be completed, at the earliest opportunity

Educational Requirements:

- Expertise in a range of IT software, including cloud based systems.
- Certified in the development of IT hardware and infrastructure systems.
- Qualified to degree level.

Turner Schools is an equal opportunities employer.

- The post-holder must have entitlement to work in the UK, and must undergo and achieve a clear DBS screening by the Trust.
- The post-holder must commit to working in accordance with the Trust’s safeguarding policy and practices.