Lingfield
Education Trust

Head of IT

Application Pack

The whole team educating the whole child

Lingfield
Education Trust

Our promise to you…

Lingfield Education Trust is a growing Multi-Academy Trust made up of 19 primary schools.

We recognise that our people are our greatest asset. Our comprehensive rewards package aims to attract and retain the best people. Our employee benefits go beyond your competitive salary and aim to reward your valued contribution to our schools.

- Enhanced Leave 40 days annual leave
- Flexible Working
- Employee Assistance Programme
- Cycle to Work Scheme
- Childcare Vouchers
- Professional Development and Training
- Long Service Award
- Discount Schemes
- Competitive CARE Pension Scheme
- Life Cover through your Pension

Head of IT
£50,807 - £58,959

37 hours with 40 days annual leave. Flexible working

Key Purpose of Role: To lead on the development and implementation of the IT strategy for the trust. You will lead on the design, development and set up of the IT infrastructure as well as managing the IT technical team.

As a key leader of the trust you will help to deliver an outstanding service to our schools and pupils and ensure a safe digital environment for all our learners

Reporting to: CFOO

Key Tasks and Responsibilities

- Develop and implement a high quality, innovative IT strategy that aligns with the Trust's vision and objectives. Ensuring effective use of technology to support teaching and learning, as well as operational excellence across the trust
- Project manage the development of all systems and infrastructure across the trust
- Lead a highly skilled team of IT technicians and ensure they are deployed effectively across the trust to support all schools
- Deliver innovative and efficient IT systems and solutions that enhance learning and ensure effective management and administration
- Ensure effective security solutions including firewalls, web filtering and antivirus solutions
- Manage the IT resources efficiently ensuring best value and use of technology throughout the trust
- Manage key stakeholders and negotiate performance outcomes, quality of service and value for money
- To be responsible for the management, installation, maintenance, availability and integrity of the IT infrastructure across the trust.
- Lead on evaluating emerging technologies, changes to regulations and new security risks to ensure opportunities are realised and best practice is adhered to at all times
- Act as DPO for the Trust.
- Design and implement a high-quality resilient IT solution to minimise risk of cyber-attack, downtime and loss of data, safeguarding both user and data
- Develop and implement IT policies to support the security and integrity of the IT data and ensure full compliance with latest guidance

- Any other duties of a similar nature related to the post which may be required from time to time.

An application pack must be submitted for this role. One can be downloaded from our website www.lingfieldeducationtrust.com or alternatively please contact Hannah Peacock, HR Manager. Applications must be returned to hrsupport@lingfieldeducationtrust.com. We cannot accept CVs for this role. If you would like to call and discuss this exciting opportunity, please ring Kath Hull, CFOO on 07710475910.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Please note that whilst the position is based at Corporation Road Primary School, the Trust reserves the right to direct its staff to work across the Trust family of schools, if required.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

Person Specification

REQUIREMENTS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications & Education	Educated to degree level or equivalent through relevant training and experience in related fields – business, computer science or extensive professional IT leadership experience	Evidence of continuing professional development Project management Qualification PRINCE / AGILE
Experience & Knowledge	Experience and knowledge of Cloud Technologies Microsoft 365, and networking technology VLAN, MLAG, Switch configuration Ability to successfully deliver large scale IT and Digital projects, resulting in measurable and embedded improvement in service delivery and performance. Extensive knowledge and understanding of existing and emerging technologies and how these can impact on organisational efficiency. Have an extensive knowledge and understanding of current and future Security systems ensuring the integrity of Trust IT infrastructure. Extensive experience of IT leadership including managing a team and evidence of multi-site integration and network management	Experience of being the DPO Working in an education setting. Knowledge of Office 365 set up and application.

	Experience of implementing an IT strategy from inception to implementation. To provide leadership and management of IT and Digital Services to ensure security of Trust information and systems, in accordance with all legislation and protocols (GDPR/DPO). Experience of managing and procuring licences and software	
Skills	Ability to communicate clearly with all stakeholders with different levels of technical background Proven ability to work well under pressure, prioritising effectively to meet deadlines Successful experience in developing initiatives and managing complex changes across schools. To be a strong and effectively leader, who leads by example and is an effective communicator Experience of developing and implementing relevant policies and procedures	An understanding of procurement requirements in a publicly funded organisation

General competencies	Ability to communicate effectively (in writing and orally) with a range of audiences, together with an ability to negotiate at all levels and resolve conflict	Ability to set appropriate targets for the improvement of own performance and to establish, monitor and evaluate an action plan to maximise efficiencies
	High personal standards of integrity and probity.	
	Ability to coach and develop others to build a more successful team	Be confident, positive and approachable.
	Ability / willingness to contribute to the effectiveness of improvement activity and measure the impact and effectiveness of plans / strategies	High degree of motivation for working with children and young people
	An understanding of safeguarding requirements and procedures	
	Hold a current UK driving licence & be able to travel schools across trust	