



# Head of IT Candidate Pack



**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

Dear Candidate,

Thank you for your interest in the post of Head of IT at Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of our pupils to reach their full potential, have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We focus on impact, always making sure common sense is at the heart of our decision making, ensuring clarity and consistency from our leaders.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need to allow them to flourish and be the best that they can be.

Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.



# Inclusion is at the heart of our trust

## About this role

We are seeking to appoint a motivated and committed Head of IT to join our dedicated team. As the Head of IT, you will oversee the central IT services and infrastructure, driving innovation and excellence across multiple school sites. Reporting to the Chief Executive Officer, you will lead the delivery of IT strategies, ensure robust data protection and enhance business continuity. This role demands a visionary leader, preferably with experience in multi-site IT management, excellent interpersonal skills, and a commitment to supporting the trust's mission of delivering inclusive education.

The ideal candidate will possess strong technical knowledge, exceptional people management abilities and outstanding communication skills. While prior experience in an educational setting is not required, the candidate should demonstrate transferable skills and a willingness to learn. Training and development opportunities will be available to ensure the successful candidate is fully supported in the role.

We are laying strong foundations for growth and have a clear vision for the trust. This role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity whilst maintaining a good sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

**We ask that you do not send CV's, please complete and send your application form and personal statement to [hr@oaklp.co.uk](mailto:hr@oaklp.co.uk)**

For further information about the trust please visit our website:  
**[www.oaklp.co.uk](http://www.oaklp.co.uk)**

*James F - Smith*

**James Franklin-Smith**  
**CEO of Oak Learning Partnership**

**Oak**   
Learning Partnership

[oaklp.co.uk](http://oaklp.co.uk)



A young boy with short brown hair is shown in a close-up, focused on playing a violin. He is wearing a dark blue sweater. The background is a library with bookshelves filled with books. A teal circular graphic is overlaid on the right side of the image, containing text.

**“Every day is different, with opportunities to learn new skills and work together to find solutions. It’s a great place to work with a fantastic team of dedicated staff.”**

Member of our Pastoral Team at Oak Learning Partnership

# Head of IT

**Salary:** NJC Scale, SCP 43 – 47, £52,805 to £56,900 per annum.

**Hours:** 37 hours per week, all year round.

## Job Description

**Normal place of work:** Oak Learning Partnership Central Office, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 37 hours per week, all year round.

**Responsible to:** Chief Executive Officer (CEO).

### PURPOSE OF THE POST

- To provide strategic leadership and technical expertise in respect of the ICT provision across the trust.
- To provide leadership to the IT team ensuring ongoing professional development to enable the team to effectively support the organisation.
- To positively manage relationships across a multi-site trust with both internal stakeholders and external specialists.
- To strategically plan and develop ongoing improvements and ICT refresh programmes.
- To hold to account the IT service through clear KPI's in order to ensure effective delivery of services to trust schools.

### STRATEGY

- Continuously adapt the trust's approach to IT, digital, and information management to align with the evolving external landscape.
- Lead, develop and deliver the IT Strategy and associated action plan, including resource planning to support the trust's needs, aims and objectives.
- Review, develop and monitor the central IT Service Level Agreement.
- Lead on data safeguarding ensuring the trust has robust internal controls to mitigate against internal and external threats e.g., cyber, hacking.
- Engage proactively in local and national networking to stay informed about sector and IT industry developments, enhancing the organisation's operations and infrastructure.
- Provide the Executive Team with appropriate specialist and technical advice to inform effective decision making.
- Coordinate and manage the review of IT documentation to ensure compliance with legislation, organisational and educational requirements.
- Review and develop policies and procedures to ensure compliance with current legislation and regulations and provide clear guidance for staff.
- Identify and monitor appropriate key performance indicators to support the management of the IT service and to ensure appropriate and informed decisions are made in relation to investment and project delivery.

- Lead and develop the trust's disaster recovery and business continuity plans in relation to IT.
- Ensure due diligence is appropriately carried out in relation to onboarding of new schools and / or new IT projects.
- Plan and manage budgets and capital funding, effectively prioritising IT expenditure and ensuring sound financial management in liaison with the CFO and finance team to maximise funding available to the trust.
- Support reporting to external bodies in relation to IT grant spend.
- Review and recommend system improvements to support effective monitoring, compliance and reporting.

## LEADERSHIP

- Lead and manage the trust IT team, taking responsibility for their professional development and performance management.
- Lead and oversee IT compliance across the organisation.
- Develop effective relationships and working groups with school leaders to ensure that the IT strategy meets the ongoing needs of schools.
- Lead and manage any outsourced IT services.
- Provide reports and presentations on key IT developments, requirements, performance and overall management of the IT assets and projects.
- Develop and manage the IT asset plans.
- Ensure policy and standard operating procedures are complied with.
- Ensure IT investment is focused on impact and outcomes and within the available budget.
- Provide appropriate training and development for staff and other stakeholders as required.

## COMPLIANCE

- Lead by example to ensure risk is appropriately managed and ensure systems effectively reflect risk monitoring.
- Ensure statutory compliance, procedures and processes are in place and monitored using available systems.
- Regularly review existing systems and consider if alternative / additional products are required to protect the trust.
- Undertake internal quality assurance to test compliance.
- Supervise audits related to IT and security management, ensuring that actions are monitored and implemented effectively.
- Ensure data is safeguarded and systems and policy reflect the latest data protection requirements in liaison with the Data Protection Officer and Executive Team.

## SECURITY AND ACCESS

- Ensure IT access and security are in place and compliant with policies.
- Ensure appropriate and timely testing of the robustness of the trust infrastructure both from an internal and external perspective.
- Contribute to business continuity and critical incident plans.
- Ensure insurers are notified in the event of loss relating to IT and ensure continued liaison throughout a claim.

## OTHER SPECIFIC DUTIES

- To be aware of and work in accordance with the trust safeguarding and child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of, and comply with, trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Actively contribute to the life of our trust communities, upholding and supporting the trust's mission, vision, and values.
- To actively promote trust's policies.

The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the CEO or Executive Team.

# Head of IT Person Specification

## CRITERIA

**Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

### ESSENTIAL

- Degree or equivalent qualification in an IT discipline or substantial proven experience leading IT across an organisation.
- Evidence of ongoing professional development relevant to the nature of the role.
- Experience of leading and managing an IT service in a multi establishment organisation.
- Experience of complex and technical problem solving.
- Experience of business continuity and emergency planning and testing.
- Experience of corporate planning, delivering and monitoring projects.
- Experience of managing capital budgets relating to projects.
- Experience in report writing and presenting to a variety of audiences.

### DESIRABLE

- Leadership and management qualification or equivalent proven experience.
- Experience of managing staff performance.
- Experience of delivering training and development.
- Experience of monitoring service contracts to ensure performance expectations are met

## CRITERIA

**Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

### ESSENTIAL

- Extensive knowledge and experience in the IT field including networking and infrastructure development.
- Substantial knowledge of IT standards guidance, statutory requirements and legislation.
- A high degree of interpersonal skills to ensure effective communication at all levels.
- High level of technical skill.
- Excellent written and verbal communication skills to facilitate effective report writing and communications across the organisation.
- Ability to effectively use monitoring and reporting systems to ensure statutory and organisational reports are delivered and actioned.
- Understands and uses organisation systems to report on compliance and performance issues and action failures at the appropriate level in the trust.
- Leadership skills with an ability to motivate large groups of staff.
- Ability to effectively contribute to the review and development of organisational policy.


## CRITERIA

**Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

### ESSENTIAL

- Team player.
- Ability to maintain a calm approach under pressure.
- Self-motivated with drive, initiative, and flexibility.
- An understanding of safeguarding issues and promoting the welfare of children and young people.
- A commitment to equal opportunities.





**"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."**

Member of our admin team  
at Oak Learning  
Partnership

**Oak Learning Partnership**

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