



Candidate pack

# Head of IT Services

Full time, Permanent



[thepropelleracademytrust.org.uk](http://thepropelleracademytrust.org.uk)



The Propeller Academy Trust  
Wyndyke Furlong, Abingdon-  
on-Thames OX14 1UJ



01235 764 504

## A message from the CEO

As CEO of Propeller Academy Trust, I am delighted to welcome you to our vibrant and inclusive community of schools. Since our establishment in 2013, our mission has been to provide outstanding education and opportunities for children and young people with special educational needs, ensuring every young person can thrive in an environment tailored to their unique abilities and aspirations.

At Propeller, we pride ourselves on fostering collaboration, innovation, and excellence across all our schools. By working together, we empower our students, families, and staff to achieve their very best. Whether it's through our ground-breaking outreach programmes, strong links with local communities, or partnerships with national organisations, we are committed to making a real difference in the lives of those we serve.

Our Trust is growing, and with every new school, we strengthen our vision for providing exceptional education, care, and support. Together, we aim to build an inclusive future where every child has the tools and opportunities they need to succeed.

Tom Pegler  
Chief Executive Officer  
Propeller Academy Trust



“

Development here is proactive and highly personalised, you're encouraged to take the lead in your own growth by identifying the specific training you need and who you'd like to learn from.

”

*Project Co-ordinator*

“

I feel really lucky to work with the Trust's Central Team. People are open, supportive and happy to share ideas or step in when someone needs a hand.

It feels like a genuine team effort every day, and that makes the work not just easier, but more enjoyable.

”

*HR Manager*





# About The Propeller Academy Trust

At The Propeller Academy Trust, we are dedicated to supporting young people with special educational needs, fostering an environment where every student progresses along their own unique path. Our passion for inclusion and innovation drives us to create exceptional opportunities for students to thrive, achieve their full potential, and embrace their individuality.

When you join our team, you'll become part of a supportive and collaborative community, united by a shared mission to make a real difference every day. Whether you're an experienced professional or starting your journey in education, we offer a nurturing workplace where your talents, skills, and ambitions can flourish.

Our staff benefit from extensive Continuous Professional Development (CPD) programmes, secondment opportunities across our Trust sites, and a vast range of discounts available to those working in education. We also prioritise staff wellbeing, offering initiatives such as wellbeing days, because we believe that supporting our staff is as important as supporting our students.

## Our Schools



## Our Vision and Principles

### VISION

We believe our gifted and dedicated staff offer extraordinary learning and developmental experiences for the children and young people in our schools. We want to offer these opportunities to more children and young people.



# Vision

**To extend high quality  
SEN education to as  
many children and  
young people as we can.**

### PRINCIPLES

- Keep children and young people at the heart of every decision.
- Provide an innovative and developmental academic curriculum, which ultimately gives children and young people a strong foundation for long-term community cohesion and positive mental health and well-being.
- Maintain the distinctive identities of each school in our Trust and seek recognition nationally and locally for the quality and diversity of our provision.
- Share the benefits of best practice, collaboration and new initiatives equally across all our schools.
- Support local communities and broader SEN needs within the community.
- Nurture a culture of health and safety and improvement which welcomes learning, challenge and assurance.
- Provide opportunities for staff to develop and progress, within a supportive and positive environment.
- Work collaboratively and inclusively with internal and external stakeholders; including staff, parents, carers and our partners.
- Protect and use all our resources efficiently in pursuit of our Vision.
- Keep our governance structures streamlined to enable our teachers to focus on teaching.
- Accord everyone associated with the trust, respect and dignity they deserve.

# Benefits

At Propeller, we recognise the importance of supporting our staff as much as our students. That's why we offer full-time employees a wellbeing day off each term, a rare benefit in education.

We also offer a generous recruitment bonus for staff who successfully refer applicants who are recruited. Our staff benefit from access to GP advice and self-referral services through an online health platform, ensuring support is always at your fingertips. There are also a whole host of discounts and offers we will ensure you're aware of, once you are working in education.

Professional growth is at the heart of what we do. We provide full inductions and ongoing development opportunities to help you excel in your role. For those looking to broaden their horizons, secondment opportunities across our trust sites support both personal and professional development.



A trust-wide commitment to wellbeing, including paid wellbeing days



Fully funded CPD, mentoring & coaching



Flexible working options



Free on-site parking



Local Government Pension Scheme (LGPS)



Access to an employee assistance programme



Modern, thoughtfully designed workspace to elevate everyday performance



Employee referral scheme (earn up to £500 for successful referrals)



A strong supportive culture defined by team-work

## Job Description - Head of IT Services

### Reports to: HR & Operations Director

#### Job Purpose

Reporting to the HR & Operations Director, the Head of IT Services will lead the development, delivery and management of IT across our growing multi academy trust. This is an opportunity to join the Trust at an exciting time in its development and play a pivotal role in its digital technology strategy, IT support function and data protection frameworks. The successful candidate will work closely with the HR & Operations Director and will be a key member of the Trust's central team.

The Head of IT Services will be responsible for the Trust's IT and data protection functions. This will include the implementation and development of the Digital Technology Strategy alongside management of the Trust's network and infrastructure, IT support services, cybersecurity, and data protection to ensure systems are secure, compliant, and fit for purpose across all schools and central services. This role requires a highly skilled and proactive professional with strong leadership and hands-on technical expertise, who can provide both strategic direction and operational oversight in a complex and fast-paced environment. As we are a growing trust, the role will require a combination of strategic planning and delivery, as well as day-to-day operational management to ensure the smooth, secure and compliant operation of all IT and business systems.

#### Key Duties & Responsibilities

The duties and responsibilities listed below are indicative of the tasks the Head of IT Services will perform and are not intended to be an exhaustive list. The postholder will be expected to take on additional tasks and responsibilities appropriate to the role as they arise.

#### IT strategy & Leadership

- Develop, implement, and evolve the Trust's Digital Technology strategy, ensuring alignment with educational and organisational goals.
- Provide senior leadership with informed advice on emerging technology trends, cybersecurity threats, infrastructure innovations, and regulatory changes.
- Lead strategic IT planning, including forecasting, budgeting, contract review, and procurement of hardware, software, and cloud services to maximise operational efficiency and cost-effectiveness.
- Keep up-to-date with current AI development, legislation, risks and best practice and make recommendations of how this can be used to support teaching and learning and achieve operational efficiencies.
- Establish and enforce IT governance frameworks, policies, and procedures compliant with statutory, organisational, and data protection legislation.
- Act as the Data Protection Lead (DPL), embedding a culture of privacy and compliance through expert guidance and training across the organisation.
- Line manage the IT department

## **Network & Infrastructure Management**

- Architect, implement, and maintain robust, scalable, and secure core IT infrastructure including physical and virtual servers, storage solutions, network equipment, wireless access points, firewalls, VPNs, and cloud platforms
- Manage Active Directory environments, including Group Policy, user and permissions management, and single sign-on (SSO) integrations.
- Ensure continuous availability and resilience of systems
- Develop, test, and maintain comprehensive disaster recovery, backup, and business continuity plans
- Lead cybersecurity including perimeter defence, endpoint protection, intrusion detection/prevention systems, security information and event management, vulnerability management, penetration testing, patch management, and incident response.
- Monitor network traffic, system logs, and security alerts proactively to identify, mitigate, and escalate threats.
- Ensure compliance with safeguarding policies and GDPR-related security controls.

## **IT Support & Service Delivery**

- Lead the IT support team to deliver timely and efficient technical support across all Trust sites, ensuring rapid incident resolution and user satisfaction.
- Ensure that the IT support team maximises cost-efficiency and satisfactory resolution of issues by balancing remote and in-person support to schools.
- Define, implement, and monitor SLAs, operational KPIs, and continuous service improvement initiatives.
- Provide expert-level troubleshooting and resolution for complex technical issues across infrastructure, networking, systems, and application layers.
- Develop and standardise IT documentation, procedures, and end-user training materials to ensure consistency and knowledge sharing.
- Oversee the implementation of new IT support tools and platforms such as ticketing systems

## **Project Management & Development**

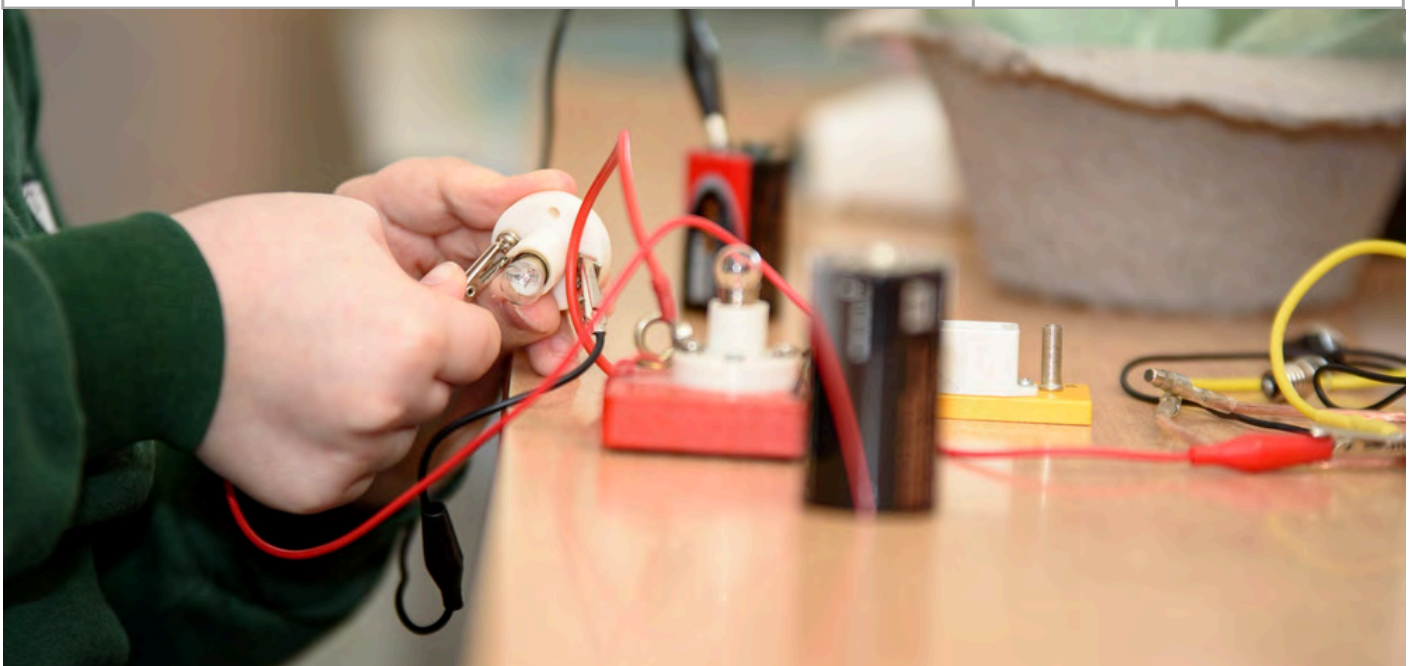
- Manage the full lifecycle of IT projects, including infrastructure upgrades, migrations, new system implementations, and digital transformation initiatives.
- Coordinate and manage third-party contractors to ensure timely, cost-effective, and quality delivery.
- Drive technology adoption initiatives to improve teaching, learning, and operational workflows.

## **Compliance , Risk Management & Data Protection**

- As the Trust's Data Protection Lead (DPL), ensure compliance with GDPR, Data Protection Act, and related legislation, with support as required from the DPO.
- Develop, review, and enforce data protection policies, procedures, and data processing agreements.
- Conduct, oversee, and advise on Data Protection Impact Assessments (DPIAs) and privacy audits.
- Act as the primary contact for data subjects, Information Commissioner's Office (ICO), and internal stakeholders regarding data protection and privacy matters.
- Deliver staff training programs and awareness campaigns on data protection, confidentiality, and information governance.
- Lead risk assessments and implement mitigation strategies for IT and data protection risks.
- Maintain accurate asset management records and system documentation with a focus on secure handling of personal and sensitive data.
- Work closely with safeguarding leads to ensure secure and compliant data handling, and filtering and monitoring systems across our networks

## Person specification

Criteria	Essential	Desirable
Qualifications		
Degree or equivalent qualification in an IT discipline or substantial proven experience leading IT across an organisation	✓	
Leadership and management qualifications or equivalent proven experience	✓	
Experience, Knowledge & Skills		
Extensive experience managing, designing , deploying and managing IT infrastructure in a multi-site environment	✓	
Experience of successfully managing an IT support team delivering remote and in-person support across multiple sites with a wide geographical area	✓	
Experience of complex and technical problem solving	✓	
Experience of business continuity and emergency planning and testing	✓	
Proven expertise with cloud services administration and hybrid cloud environments	✓	



# Person specification

Criteria	Essential	Desirable
<b>Experience, Knowledge &amp; Skills (Contd..)</b>		
Substantial knowledge of IT standards, guidance, statutory requirements and legislation	✓	
Experience of planning, delivering and monitoring projects	✓	
Comprehensive understanding of GDPR, data protection principles and compliance management	✓	
Familiarity with automation and scripting to streamline operational tasks	✓	
Hands-on experience with backup and disaster recovery solutions	✓	
Experience with cybersecurity tools and frameworks	✓	
Experience of managing budgets, including capital budgets relating to projects	✓	
Experience of managing staff performance	✓	
Experience in report writing and presenting to a variety of audiences	✓	
Experience of delivering training and development to a range of stakeholders	✓	
<b>Personal qualities</b>		
High levels of confidentiality and professional integrity with strong leadership skills	✓	
Self-motivated and proactive with a can-do attitude	✓	
Ability to maintain a calm approach under pressure	✓	
Ability to effectively contribute to the review and development of organisational policy	✓	



## How to apply

To apply for this rewarding opportunity, please

[Apply now](#)

To arrange an informal conversation about the role, please contact the HR & Operations Director at [HR@propellertust.org](mailto:HR@propellertust.org)

**Closing date: 27.02.2026**

**Interview Date: 06.03.2026**



## Getting here

### By car

Located in Abingdon's premier business park, The Propeller Academy Trust office is easily accessible by car via A415 exit off A34 towards Abingdon. Continue on the A415 through Abingdon, then follow local signs for The Lambourn where the office is situated.

### By train and bus

Our office is within easy reach of mainline train stations at Oxford and Didcot and can be reached by bus from these stations. The nearest bus stops are on Colwell Drive or Marcham Road. Key bus routes are by X2, X3, X1, 35 and 41 buses. After getting down from the bus, follow signs towards the entrance Abingdon Business Park.



Scan the QR link to find  
Propeller Academy Trust  
on Google maps



The Propeller Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

This role involves a high level of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All appointments are subject to an enhanced DBS check (including Barred List where applicable) and online searches for publicly available information.

We value diversity and welcome applications from all backgrounds, regardless of sex, race, religion, sexual orientation, gender identity, age, disability, marital status or pregnancy/maternity.

Please note: Applicants will be required to undergo a DBS check as part of the recruitment process.