



St Joseph

Catholic Multi Academy Trust

PERSON SPECIFICATION – Head of IT

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

	Essential	Desirable
1. Qualifications and Training		
GCSEs (A*-C/5 or above) in Maths and English or equivalent OR relevant qualification at level 2 (or equivalent).	✓	
Educated to degree level, equivalent work-based training or suitably qualified by experience.	✓	
IT qualification or certificate, e.g. CISCO (CCNA), Microsoft (MCP), (MCSE), (MCSA)		✓
ITIL (Information Technology Infrastructure Library) qualification.		✓
A relevant professional management qualification.		✓
Willingness to work towards relevant qualifications as appropriate.	✓	
Willingness to undertake training in systems implemented by the Trust.	✓	
2. Experience		
Demonstrable experience as an IT, ICT or Network Manager.	✓	
Current Head of IT (or similar)		✓
Hands on experience with computer networks, IT infrastructure, network development and administration.	✓	
Experience of delivering quality projects to tight deadlines.	✓	
Experience of developing a strategic IT plan.		✓
Demonstrable experience of leading and managing teams and supporting other staff.	✓	
Experience leading or managing a helpdesk within an IT Support service environment.	✓	
Familiarity with technical aspects of data protection processes.		✓
Experience of IT project management including procurement, design, build and configuration.	✓	
Experience and understanding of the implementation and ongoing management of one or more of the following: SharePoint, VLE, MIS and e-library.	✓	
Experience in developing and negotiating contracts for software or services.		✓
3. Knowledge and Skills		
An excellent knowledge of the technology environment within education, and a proven ability to ensure our IT service facilitates a high-quality learning environment.	✓	
Ability to formulate and deliver a clear vision for IT strategy.	✓	
Knowledge of education policy and how this impacts IT within schools.		✓
Broad knowledge of the whole IT spectrum.	✓	
Understanding of technology, strategy, and innovation.	✓	
Knowledge of the cyber-security standards for schools.		✓
Strong leadership skills with resilience and a proven ability to lead, motivate, coach, and develop staff.		✓

	Essential	Desirable
Excellent interpersonal skills with ability to communicate with a wide variety of stakeholders, including internal and external colleagues, students, and stakeholders and to build strong working relationships.	✓	
4. Professional and Personal Qualities		
Belief that every student should have access to an excellent education regardless of background.	✓	
A commitment to the Trust's core purpose around giving children a world-class Catholic education.	✓	
A commitment to supporting the Catholic ethos of the Trust.	✓	
Willingness and commitment to Professional Development.	✓	
To have excellent attendance and punctuality.	✓	
Ability to persuade, motivate, negotiate, and influence.	✓	
Customer-focused and committed to the delivery of excellent customer service.	✓	
A commitment to teamwork and leading change, and a demonstrated ability to manage resources effectively, whether human or physical.	✓	
Flexible, adaptable to leading change, efficient and highly organised.	✓	
Ability to work accurately and methodically.	✓	
Proven planning and organisational skills and an ability to take initiative.	✓	
The ability to contribute to corporate strategy and policy development.	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
Commitment to high educational, professional, and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the Trust.	✓	
Understanding of promoting positive relationships with the wider Trust community.	✓	
Thinks and acts strategically by reflecting and analysing and making sound ethical judgements.	✓	
Pursues a shared vision with enthusiasm and determination.	✓	
Willingness to continually improve own and team performance.	✓	
Effective communication skills – both written and verbal.	✓	
Ability to communicate a vision and inspire others.	✓	
Commitment to ensuring the best outcomes for all students.	✓	
Empathy and respect for children, parents, and their needs.	✓	
A calm manner and a good sense of humour.	✓	
Approachable, committed, and resourceful.	✓	
Able to manage stressful and challenging situations.	✓	
Professional appearance and presentation.	✓	
Prepared to work flexibly and adapt to changing needs.	✓	
Fairness, empathy and listening skills.	✓	
Integrity, confidentiality, and discretion.	✓	
Tenacity and the ability to work effectively under pressure.	✓	
Proven capacity to work innovatively and independently.	✓	

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.			
Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A
The employment checks are required:			
	Evidence of entitlement to work in the U.K.	✓	
	Evidence of essential qualifications – section 1 of PS	✓	
	Two satisfactory references	✓	
	Confirmation of medical fitness for employment	✓	
	Registration with appropriate bodies (where applicable)	✓	