Job Profile

Post: ICT Coordinator

Reports to: Director of Finance

Location: Central Office at the Bognor Regis Campus, with travel across Academy schools within the Partnership areas.

Function of the post:
Working with external partners, ensure a high-quality and efficient provision of ICT services across the Trust and its academies. This includes coordination with key stakeholders to support the implementation of a Trust wide ICT strategy. Develop and implement training programs and initiatives to promote good standards and technical awareness of IT. This includes software, hardware, information security and safeguarding of both users and data.

Principal Accountabilities:

To support the development and management of Trust wide ICT services provision. Working with external partners facilitate the delivery of remote and integrated systems management.

Support the ongoing development of teaching and learning and digital strategies across the Trust and its academies.

Identify ICT training needs to support the development of Trust wide training programs. Work with senior colleagues and external partners to organise appropriate training and workshops to promote excellence through collaboration.

Working in conjunction with the Director of Finance and external partners, ensure the ICT provision on site is fit for purpose for the needs of each academy, within the guidelines of the Trust wide ICT Strategy and DfE's recommendations.

To manage and influence Trust wide support partners. To assist the Director of Finance with the procurement and management of ICT service contracts and licences.

With the support from the Executive Team and external partners, to ensure compliance with all statutory regulations concerning the maintenance and management of the Trust ICT and network services, including information security and data protection.

To initiate, implement, monitor and review Trust wide policies and procedures in relation to ICT. Assist the Director of Finance with insurance claims.

To promote the Trust's ICT services offer to prospective academies and support the due diligence process for onboarding new schools.

Working in collaboration with the Trust Central Team and all Trust staff as appropriate.

Willingness to travel to any Academy within the Trust as required.

Maintaining knowledge and skills in appropriate technology and undertake any training as necessary.

Other duties:
You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you including to understand and actively embrace the Trust's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our Trust.

The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post. All staff have a role in supporting the Trust's People Strategy 2018-2025 '*Working together - Supporting each other'*.

Inclusivity:
The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the Trust's Intranet. Any breaches may lead to termination of employment.

Health and Safety:
Take responsibility for ensuring that workplace responsibilities within the Trust are carried out with full regard to, and in support of, the Trust's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

Sustainability and Environment:
The Trust is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the Trust's Environmental & Sustainable Development Strategy.

Data Protection:
You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Right to Work:
The current British and European Law states that the Trust cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available on the HR Website for further information.

Safer Recruitment:
We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Principal Attributes and Person Specification:
Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience.**

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidence
Knowledge and Qualifications			**Application Interview**
A bachelor's degree in computer science or related subjects, or equivalent experience	√		
An understanding of networks, including technologies such as LAN/WLAN/VPN, protocols such as TCP/IP and firewalls, hardware such as servers/routers; Experience in Windows network administration and debugging common network problems	√		
Good knowledge of install/update/maintain software in desktop computers and peripherals, demonstrated experience in software licence management.	√		
Experience in the design and implementation of an organisational IT network. Good general understanding of web/mobile technologies, working knowledge of Cloud services.		√	
Experience of working with senior stakeholders to develop strong operational understanding, including organising training	√		
Experience of handling commercial contracts and contractors		√	
Experience and knowledge of school/academy operations	√		
Skills			**Application Interview References**
Strong IT skills – good working knowledge of Microsoft Office package with ability to produce high quality reports and correspondence.	√		
Interpersonal and communication skills which enable you to build positive internal and external relationships with stakeholders at all levels.	√		
Abilities to make decisions appropriate to the situation and problem-solving skills.	√		
Experience			**Application Interview References**
Previous experience of managing ICT infrastructure within an education setting	√		
Demonstrable evidence of successful delivery of ICT service provisions at a standard that meets regulatory requirements and adds value to the academies	√		
Current and relevant experience of organising training programs	√		

Personal Attributes			Interview References
A calm approach under pressure with an ability to resolve issues	√		
Ability to work alone and unsupervised whilst being part of a wider team and bringing a collaborative approach to work	√		
Flexible, conscientious and reliable approach to the post	√		
Good timekeeper and able to meet deadlines	√		
Professional confidentiality	√		
Must be prepared to meet the required dress standard including wearing the appropriate staff clothing, which will be provided	√		

June 2024