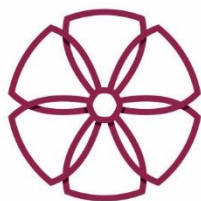


APPLICANT

PACK



Mercia
Learning Trust

CENTRAL TEAM



Realising Potential. Transforming Lives.

Advert

Post: IT Director

Contract Type: 37 Hours, 52 Weeks

Contract Term: Permanent

Salary: L11 – L15 (£54,091 to £59,581)

Are you an ambitious IT professional looking for an exciting new challenge? Can you demonstrate excellent operational management & business engagement skills? We are looking for an enthusiastic IT Director to Lead to develop and implement the ICT strategy, operational plan, policies, procedures and systems across the Trust.

As the successful applicant you will take ownership technology across the Trust as we continue to grow. You will also be responsible for project management of programmes and ensuring that the organisation has robust cyber security, risk and policies in place.

Perhaps most importantly you will have excellent management and relationship skills, you will be the face of the IT across the business tasked with keeping the CEO and Trust Board updated of new opportunities, providing innovative solutions and identifying risk.

We are looking for a true IT leader that can help develop and grow teams, and be commutable conversing at board level.

The IT Director will:

- Demonstrable experience across projects, applications, infrastructure, service and security.
- Be commercial and strategically minded as you will help shape & evolve this new and exciting venture alongside key senior stakeholders.
- Have a proven track record in the delivery of IT strategy
- Have a broad knowledge of technology trends
- Have experience in programme and project management delivery
- Be excellent in Staff Recruitment, Training, Development and Performance Management
- Inspire leadership, managing and motivating a team with the ability to prioritise ever changing workload and execute requirements efficiently
- Have proven results of initiatives driving continual improvements

To find out more about the role, please contact our central office on 0114 349 4230 or download an application form and information pack from our website.

If you are interested in applying for this role, please submit a Mercia Learning Trust Application to recruitment@merciatrust.co.uk. Please note we do NOT accept CV's or Council Application Forms.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.



Thank you for your interest in this role within Mercia Learning Trust.

Mercia Learning Trust is a highly successful partnership of 3 primary and 3 secondary schools located in the south west of Sheffield. We are proud that overall effectiveness, outcomes and improvement trends are amongst the strongest on

any trust in the country.

Our Trust is based on a deep and shared moral purpose. We believe an exceptional education can realise the potential of every student, whatever their background, and truly transform lives...

Working as individual schools, and in deep partnership, our singular intention is to ensure every student, whatever their background, will attend an exceptional school. We believe students should enjoy school, feel safe and fully supported, be inspired to learn, develop character and aspiration, and realise their full potential. We are so committed to student success and well-being that we choose to think of every student we serve as if they were our own, and to measure our actions and impact against this.

Our Trust has a mature definition of partnership which we call aligned autonomy. We share the same mission, values and moral purpose, have an increasing amount of common best practice (often backed by research), and benefit from our combined resources and reputation. Nevertheless, we understand that schools are unique and are best led by leaders and staff who feel fully accountable and are able to individually innovate in the light of their context. This balance between difference, sharing and commonality is what drives improvement and lies at the heart of our Trust.

Alongside our students, our staff are our greatest asset. As such we are deeply committed to recruiting, developing, retaining and caring for our exceptionally talented and committed staff teams.

This commitment is enshrined in the Mercia Pledge which is designed to ensure our staff get the very best professional experience and support on offer anywhere. The Mercia Learning Alliance sits at the centre of this strategy, alongside that to recruit new teachers into the profession, and support system leadership across the sector.

In a short period, our Trust has achieved a great deal. However, we are ambitious and forward-thinking, and fully committed to maintaining and improving student experience and outcomes, and further improving our Trust.

We also believe we are well-placed to engage in careful and sustainable growth in the light of our Trust mission and priorities.

Chris French
CEO



Thank you for your interest in this role within the Central Services Team at Mercia Learning Trust. Our Central Team was established in 2016 and has seen continued growth in capacity and expertise over the last few years.

We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful operation of the Trust and is focused on supporting the improvement of educational standards in all our schools. All of the work carried out by our Central Teams is in relation to the non-teaching and learning aspects of running our schools; Estates, Finance, HR, IT and Payroll.

We want to drive improvement by developing the efficiency of our schools through shared resources. Effective and efficient use of resources supports teaching and learning across the schools and ensures both the long-term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Director of Finance and Operations, I ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all our schools. As a team, we offer a high-quality service to all of the schools within the Trust. This centralised structure relieves the burden of administrative responsibility from schools allowing Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.

Charlotte Chance
Director of Finance and Operations

JOB DESCRIPTION

Post Title:	IT Director
Grade:	L11 – L15 (£54,091 – £59,581)
Hours/Weeks:	37 hours, 52 weeks
Responsible to:	Director of Finance and Operations
Responsible for:	IT Network Managers and IT Technicians

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE POST

- Develop and implement the ICT strategy, operational plan, policies, procedures and systems in line with the needs and objectives of the Trust.
- Provide technical leadership, foresight, advice and information to guide the strategic and operational decision making of the Trust Board, Executive and Senior Managers.
- Ensure IT systems, facilities and resources support Teaching and Learning and the Central Services of the Trust.

KEY RESPONSIBILITIES

STRATEGIC PLANNING AND OPERATIONAL MANAGEMENT

- Work collaboratively with key stakeholders to understand their ongoing IT requirements, in order to support in the development of the IT strategy and ongoing IT operations planning and management.
- Management of IT Budgets, in liaison with the Trust's Director of Finance and Operations, and the exercise of financial control in respect of IT budgets.
- Be an ambassador and key advocate of the use of IT and its role in supporting school improvement across the curriculum and administrative functions.
- Manage developments from specification through procurement to installation of new resources and facilities.

- Manage the development and delivery of projects within the Trust.
- Liaise with the respective senior staff within Trust departments to ensure business requirements are met.
- Review IT services and operations at regular intervals to ensure they meet the Trust standard.
- Responsible for effective Cyber Security across the Trust including procurement of necessary insurance whilst following the Trust's financial policies.
- To Lead on external IT audits and implement any improvements identified on management points
- Managing and reviewing the operational and contractual relationship with third party suppliers ensuring value for money.
- Assist in the development and provision of IT infrastructure and support services to new Academies/schools joining the Trust.
- An effective strategy to support the use of rich-media across the School and within each school

POLICIES AND PRACTICES

Develop, monitor, review and implement best practice IT policies and practices that enable staff and students within the Schools to have confidence in, and make safe and effective use of, the IT tools, technologies and services available to them.

Working with the Director of Finance and Operations and Headteacher's to maintain and further develop:

- Trust policies that ensure best practice across the Trust as a whole and within each school, taking into account the needs of each school and compliances
- Developing Trust practices, arising from the policy development process, that support the effective use of IT across the Schools as a whole and the work of each specific school
- Effective policies and practices, in liaison with the Designated Safeguarding Leads in each school, that help ensure the protection of children and young people within the School
- Effective data protection and GDPR policies and practices
- Effective Health and Safety policies and practices, in liaison with the Facilities and Estates Manager
- Effective financial management practices

PROCUREMENT

Develop, monitor, review and implement accessible schools' procurement of IT related

hardware, software and services ensuring effective outcomes and best value whilst meeting financial regulations.

Working with the Director of Finance and Operations to:

- Lead the procurement of IT hardware, software and services for the School being mindful of the needs of the Trust as a whole and the specific and individual requirements of each school
- Lead the procurement of all telecom systems
- Lead the procurement and management of all reprographic systems
- Further develop a procurement strategy aligned to the School-wide IT strategy, taking into account the procurement strategies and activities of other groups across the Trust
- Deliver best value procurement for all hardware, software and services.

SCHOOL SUPPORT

- To ensure equity and accessibility for all students through a range of initiatives that ensure all families within the Trust have some form of digital access to support learning both in-school and remotely.
- Ensure that the IT Infrastructure, systems, services, and devices are flexible, modern, secure and have capacity to deliver the transformative requirements of the Trust in line with the latest developments and best practice in digital transformation.
- To ensure full compliance in network safety, security, and privacy, including production of all required reports, returns, and monitoring/alerts updates as required
- To develop and implement a digital transformation toolkit which supports every academy and individual staff to drive digital adoption at pace and scale.
- Manage mobile devices, wireless networks, telephone systems and CCTV site security systems

TECHNICAL LEADERSHIP

- To maintain the integrity of all School's network, implementing and maintaining agreed IT security policies, advising upon and monitoring IT related policies and managing IT related projects; ensuring compliance with policy and legal and statutory requirements.
- Provide technical advice on IT requirements for all areas of the School, including implementation and operation of appropriate management software to ensure the safe and efficient operation of networking and systems.
- Ensuring, that data is effectively backed up and recoverable and subject to a regular testing regime.
- Maintaining hardware, software and network infrastructure in accordance with Trust policies.

- Maintaining a central database of hardware and software assets and ensuring compliance with software licensing laws.
- Monitoring and reporting on Internet, Email and network contraventions in accordance with Trust policies.
- To manage and maintain the department schedule ensuring department availability when required.

LINE MANAGEMENT

- Plan, prioritise and manage the workload of the technical support team to ensure that resources are deployed as effectively as possible.
- Conduct staff reviews as required.
- Identify training needs and arrange appropriate training to ensure that all team members are effective.
- Assist in the recruitment, selection and appointment of staff.
- Assist in the development and updating job descriptions to take into account new requirements and the changing teaching and learning environments within the Trust.

WORKING ENVIRONMENT AND CONDITIONS OF THE POST

- The post will be required to travel and work within any school in the Mercia Learning Trust.

GENERAL DUTIES

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.

- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: Dec 2021

PERSON SPECIFICATION

Post Title:	IT Director
Grade:	L11 – L15 (£54,091 – £59,581)
Hours/Weeks:	37 hours, 52 weeks
Responsible to:	Director of Finance and Operations
Responsible for:	IT Network Managers and IT Technicians

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications	Degree standard of equivalent	Management Qualification
Knowledge and Skills	<p>An organised, methodical and professional approach and a high level of accuracy and attention to detail</p> <p>A willingness to learn and adapting technologies, to perform to the best of one's ability and to be committed to continual professional development within the team</p> <p>Strong understanding of infrastructure systems and importance of data security</p> <p>Data security and backup strategy design and implementation</p>	
Experience	<p>Proven experience of successfully developing and implementing digital strategy</p> <p>Procurement and management</p>	Experience in an Educational Setting

	<p>of external suppliers / partners</p> <p>Senior management experience of managing IT systems infrastructure and general user applications</p> <p>Senior management experience of Client systems configuration and printer support</p> <p>Senior management experience of Client and printer hardware and support</p> <p>Managing and Leading Projects</p> <p>Experience of Active Directory</p>	
Personal Qualities	<p>Exceptional people leader and team player</p> <p>Ability to work under pressure</p> <p>Attention to detail</p> <p>Clear strategic thinker</p> <p>Strong Communication Skills</p> <p>Sense of Humour</p> <p>Integrity and honesty and the ability to maintain confidentiality</p>	

Safeguarding

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance and we ensure that all appropriate measures are applied in relation to everyone who works for the Trust.

Safer recruitment practice includes scrutinising applicants, verifying identity, verifying qualifications, obtaining professional references, checking previous employment and ensuring that the successful candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking criminal convictions.

If you are shortlisted, your suitability to work with children will be explored and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will be required to complete an enhanced DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at www.merctrust.co.uk
- Email your completed application to recruitment@merctrust.co.uk or post it to:
Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.

- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at www.merciatrust.co.uk/careers for more on what it's like working for the trust, what we offer you, and what we're looking for.
- For more information about the application process, or should you require an informal discussion about the role, please email recruitment@merciatrust.co.uk or call 0114 3494230.

Key dates:

- Application closing date: Thursday 9 December 2021
- Interviews during w/c 13 December 2021

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.