



BRADGATE
Education Partnership

Stronger Together

JOB DESCRIPTION

IT Manager

Grade 14

Ambitious
Collaborative
Ethical



BRADGATE
Education Partnership

MISSION:

Through strong collaboration between our schools, Bradgate Education Partnership is committed to providing an ambitious and inclusive education for all.

We want our children and young people to realise their full potential academically, socially and personally. We celebrate the distinctive ethos of each individual school. We ensure that all who are part of our Trust have a deep sense of belonging and a supportive opportunity to grow.



Stronger Together



VALUES:



Ambitious

We aim high and are aspirational for all.



Collaborative

We work closely together to encourage, support, challenge and share.



Ethical

We treat everyone fairly, within a culture of kindness and respect.

VISION:



PUPILS

All our pupils are equipped with the knowledge, skills, values and attitudes to thrive in life and make a positive difference.



SCHOOLS

All our schools provide a safe and happy space where pupils study an ambitious curriculum which unlocks their personal potential so that they achieve exceptional outcomes.



WORKFORCE

All staff have positive impact in their roles whilst feeling supported and valued both personally and professionally.



COMMUNITY

All our schools embrace the local area they serve within a deeply embedded culture of community partnership.



WIDER WORLD

All our pupils and staff understand, respect and embrace the diversity of the wider world in which they live.



SUSTAINABILITY

Across our partnership, everything we do is aligned to meet the needs of the present without compromising a sustainable future.

Tel: 0116 478 3426

bepschools.org



Vision and Values

All employees who work for Bradgate Education Partnership follow our mission statement, our vision and our values of being *ambitious, collaborative* and *ethical*. The mission, vision and values enable us as an organisation to define who we are as a collective and we believe that within our Trust we are truly *Stronger Together*. Our employees are our ambassadors of our mission, vision and values and therefore all employees coming to work for the Trust sign up to these principles that we have outlined for our Trust.

Employee Responsibilities

For all roles within our Trust there are some key responsibilities that all employees are expected to follow during their time at Bradgate Education Partnership, these are outlined below:

- Make safeguarding children a priority and follow the Trust's safeguarding procedures;
- Truly support the mission, vision and values of the Trust – demonstrate and role model this commitment in everything that you do;
- Understand and comply with relevant policies and procedures
- Promote a culture of inclusion where all views are valued and taken in to account;
- Commitment to develop own professional skills;
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Job Purpose

The IT Manager will be responsible for leading the IT services and networks for the partnership, providing and developing high quality IT systems, services and processes Trust wide. The IT Manager will lead the IT team to develop, plan and deliver an IT provision that is fit for purpose and supports the delivery of high quality education.

Relationships:

The IT Manager will be directly line managed by the Trust's Chief Executive Officer and will need to form the following working relationships:

Line management of IT team – Undertake the line management of the IT team across the partnership, ensuring that all colleagues work collaboratively to deliver and develop an excellent service

Central Team – Develop close working relationships with those colleagues who work within the central team to ensure that collaborative working is in place across the business services teams

Headteachers – Provide advice, guidance and support to Headteachers and leaders in managing IT within their schools to ensure the development of the provision for education, IT network capability and quality provision to include compliance.

External stakeholders – Work closely with those external stakeholders who may be providers of IT contracts to the Trust ensuring that there is a high quality and tailored provision available to the Trust.



Specific Responsibilities

Leadership and Management

- Lead the delivery and be responsible for the partnership's IT provision, vision and strategy to improve IT capability
- Lead on the development and implementation of systems across the partnership
- Provide leadership and line management to IT Technicians within the partnership ensuring that there is a high quality of provision within the organisation
- A core member of the Business Services Team, contributing to the development of business services and collaborative working with other business service leaders
- Line management of the IT services team across the partnership to ensure that high quality services are provided
- Lead on IT projects as required
- Ensure that the development of IT services are in line with the Department for Education digital, data and technology plans
- Work with the finance team to identify and put forward bids for funding to develop the IT services within the organisation
- Oversight and management of any external partner/stakeholder relationships
- Oversight and management of any IT contracts that are in place ensuring value for money and quality services
- Produce and monitor key performance indicators for the IT services so that performance of the service can be monitored
- Manage, produce and analyse data sets as required for the service
- Working closely with leaders to ensure our systems support effective educational delivery models across our schools

IT Services & Communication

- Develop, implement and monitor the IT services helpdesk for employees to report IT issues for resolve
- Ensure that the IT services team are communicating clearly and effectively to ensure that issues are resolved promptly
- Communicate complex information and provide advice to leaders across the Trust to ensure appropriate decisions can be made
- Provide the appropriate training on IT systems and develop suites of training to be utilised by all staff should it be required
- Take oversight of Trust websites ensuring appropriate updates and content management as appropriate ensuring collaboration with other departments
- Ensure that all staff are aware of and informed about the importance of cyber security Trust wide
- Ensure compliance with the General Data Protection Regulations (2018) in relation to IT services reporting any issues to the Data Protection Officer as appropriate

Network Management

- Ensure that there is the highest levels of security in place across all networks
- Ensure there is regular monitoring and vigilance in relation to network security and regular reporting is in place to the Executive Team
- Ensure broadband provisions for schools meets the recommended standards set out by the Department for Education
- Plan and work towards meeting the Department for Education digital and technology standards for schools and colleges



Software/Hardware Management

- Ensure that the appropriate level of anti-virus software is in place across the Trust to ensure integrity of systems
- Undertake oversight of software and IT systems across the Trust
- Take full responsibility for the audit, monitoring and regular updating of hardware across the Trust, working with the procurement team in relation to asset management and updating the system
- Ensuring that all of the appropriate licensing is in place for IT systems as required, monitor the regular renewal of these licenses to ensure compliance
- Take the lead for the Trust's information management system
- Maintain the partnership's Office 365 tenancy and work towards all school owned devices being centrally managed within the tenancy
- Ensure two factor authentication is in place for all third party applications and the whitelist carefully maintained and updated as required

Filtering and Monitoring

- Ensure that there are robust filtering and monitoring systems in place across our networks working closely with the Trust's Designated Safeguarding Lead, ensuring that IT teams are escalating issues to Headteachers as appropriate
- Ensure that there are clear guidelines in place in relation to filtering and monitoring for all employees

Business Continuity planning

- Ensure that there are robust systems and planning in place for business continuity should IT systems go down
- Ensure that regular review and testing of business continuity plans are in place
- Undertake testing of new system / upgrades to ensure they are fit for purpose and compliant
- Ensure that IT and network compliance is monitored and developed over time

The job description outlines key accountabilities for the role and it may be necessary to ask the postholder to undertake additional duties commensurate to the role as and when required.





The Person Specification

Educated to degree level or equivalent is essential

Extensive knowledge of management of IT systems and development

The Post Holder

- **Previous experience of working within a senior IT role is essential**
- **Previous experience of line management is desirable**

Experience of multi site working is desirable

The ability to work on own initiative and provide leadership to a wide range of people within and outside of the organisation

- **Highly organised with the ability to communicate clearly with service users**
- **The ability to work as part of a team is essential**



Signed Declaration:

I have read, understood and agree with the contents of the job description:

Name:

Signed:

Date:

