



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	IT Projects Officer		
Base:	Star Central, Blackburn		
Reports to:	ICT Project Manager	Grade:	S5 (SCP 12-17)
Staff Responsibility for:	Not applicable	Salary:	£27,711 to 30,060 per annum
		Term:	Full Year Full Time Permanent
Additional:	As assigned		

JOB PURPOSE

To deliver high-quality, customer-focused support for IT projects within the Trust's Free School and Academies Programme, as well as other initiatives managed by the Trust.

JOB SUMMARY

1. Support the IT department in the delivery of IT services across the Trust.
2. Liaise with schools on their IT requirements and key suppliers to the Trust.
3. Provide administrative support in connection with all aspects of IT project delivery and support to schools with procurement.
4. Be responsible for the maintenance of exemplary records and documentation.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 IT Projects

- 1.1 Work within the Central IT Team to support the delivery of projects and other key pieces of work , and assist with keeping up to date project documentation and resourcing plans-
- 1.2 Work with School IT technicians, School Business managers and other key stakeholders as of when required on operational and project support.
- 1.3 Organise and participate in project meetings, taking minutes and following up on action items.
- 1.4 Project manage small projects as and when required.

2 Procurement of ICT products and services

- 2.1 Act as the first point of contact for schools in requesting ICT equipment and work with them to gather their requirements.
- 2.2 Liaise with the appropriate Star-approved suppliers to meet the schools' requirements in a timely manner.

- 2.3 Track all procurements using the IT Service Desk software, and Star's IT procurement portal.
- 2.4 Support the IT project team in the implementation of the Trust's IT refresh plan.
- 2.5 Work with the Service Lead to ensure the Service Catalogue remains up to date.

3 Asset Management

- 3.1 Work with the Central IT Team to ensure all new equipment is asset tagged within the Central Office.
- 3.2 Work with the IT Service Lead to coordinate regular audits of the schools' inventory database.

4 Financial Administration

- 4.1 Raise purchase orders for the supply of goods and services and check goods are received by schools, to make ready to pay invoices.
- 4.2 Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
- 4.3 Ensure procurement rules within the Academies Financial Handbook are complied with.
- 4.4 Work with the central Finance team to ensure asset data is up to date prior to the annual financial audit.

5 Relationship Management

- 5.1 Assist in maintaining supplier relationships, ensuring knowledge of new releases, supply issues, price changes.
- 5.2 Assist in building strong relationships with the relevant staff within schools to understand their requirements, working with others within the Central IT Team.
- 5.3 Provide key stakeholders with progress reports and other relevant information when required.

6 General Administration

- 6.1 General administration duties including record keeping, telephone answering, scanning, photocopying, e-mailing, minuting meetings.

7 Other Responsibilities

- 7.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 7.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 7.3 Contribute to the wider life of the Trust and the Star community.
- 7.4 Carry out any such duties as may be reasonably required by the Trust.

8 Records Management

- 8.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	5 A*- Cs at GCSE including English and Maths.	E	✓	
2.	A degree qualification or equivalent.	D	✓	
3.	Evidence of Continuous Professional Development.	D	✓	
EXPERIENCE				
4.	Experience of working in an administrative setting.	E	✓	✓
5.	Experience of using computer-based systems.	E	✓	✓
6.	Experience of working within a project environment	D	✓	✓
7.	Experience of working in an educational setting.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Ability to use MS Office software packages such as Word, Excel and Outlook, as well as Explorer and databases.	E	✓	✓
9.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	✓	✓
10.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
11.	Ability to maintain positive relationships with staff, internal and external customers and members of the community.	E	✓	✓
12.	Strong verbal and written communication skills.	E	✓	✓
13.	Willingness to undertake travel as part of role.	E	✓	✓
PERSONAL QUALITIES				
14.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
15.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
16.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
17.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
18.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
19.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
20.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓