IT Technical Lead - TCAT

Job Description and Person Specification

SERVE   CHALLENGE   EMPOWER

IT TECHNICAL LEAD

37 hours per week / full year

TCAT Grade 8 - NJC scp 28 (£36,648 fte) to scp 32 (£40,221 fte)

TCAT Professional Development Centre, Bridgewater High School (Upper), Broomfields Road, Warrington, WA4 3AE

In this key role within our central team, our IT Technical Lead will have responsibility for the effective management of our Trust wide IT network. You will be responsible for the administration of the trust Office 365 tenancy, the Azure cloud based systems and ensuring our CyberEssentials accreditation is reviewed and maintained. The postholder will also lead on the procurement and management of our wifi, broadband and security contracts.

You will work with the Trust Central Team, the senior leaders of all academies, and IT technicians in charge of IT at all academies within the Trust as well as our IT support partner and major software providers. With a key role in shaping our strategic IT objectives, you will also work with our curriculum leads to support technical innovation such as use of AI to support teaching and learning.

What we offer:

Continuing Professional Development
Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.

TCAT Plus (Health and Wellbeing and Staff Discounts)
TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.

Hub Support Model
Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.

Maternity, Paternity, Adoption and Shared Parental leave
Enhanced maternity and adoption pay for eligible employees.

Cycle to Work Scheme
Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.

Smart Tech
A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.

Pension
A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.

Workload Strategy
We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.

Car Benefit Scheme
A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.

Enhanced annual leave for support staff
8 bank holidays plus up to 31 days annual leave.

Entitlement to occupational sick pay
Up to six months full pay and six months half pay in the event of being unable to work.

To learn more about The Challenge Academy Trust, please visit www.tcat.uk.com. For more information on this role, please contact Adrienne Laing, Operations Director

The Challenge Academy Trust is committed to promoting the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to an Enhanced DBS check. We are an Equal Opportunities Employer, and our employment policies, procedures and practices are regularly reviewed to

ensure compliance with legislation. We are committed to creating a workplace culture that is inclusive, positive, and fair with opportunity for all.

How to apply
To apply, please download our application form and return by email to recruitment@tcat.uk.com.

Closing Date – 12 noon, Friday 26 July 2024
Applications received after the closing time will not be considered.

Interviews
Interviews will take place on Wednesday 07 August 2024 at the TCAT Professional Development Centre, Warrington.

JOB DESCRIPTION

Key Tasks and Accountabilities

Strategic Planning

1) Support the Trust Operations Director in leading the work of the IT Hub in developing best practice and procedures across the Trust.

2) Support the development of the trust's disaster recovery, business planning and risk management advising on issues related to ICT.

3) Work with the IT hub and Trust IT partner to develop, implement and monitor relevant policies in all areas of IT.

4) Work with the IT technical team and other trust leaders to develop and extend ICT knowledge and capabilities across the trust.

Resource Management

5) Working with the IT Hub, oversee procurement processes for ICT resources, ensuring these achieve value for money.

6) Working with the IT Hub, oversee the maintenance of ICT resources, including ensuring appropriate disposal of ICT assets when necessary.

7) Overall management of user accounts and ensuring appropriate access rights in line with the trust's policies.

8) Working with the Trust's IT partner and the IT hub, oversee the security of the trust's ICT systems, including ensuring appropriate anti-virus and encryption measures are in place.

9) Work with the Operations Director and the IT hub to ensure that the trust's ICT systems reflect appropriate data protection measures and good practice.

10) Support the Head of Estates & Facilities Management and Operations Director in managing the trust's contracts and service level agreements for outsourced ICT support and services, including ensuring that contracts achieve value for money and standards of service quality are high.

Development and maintenance of technical systems

11) Support the Head of Estates & Facilities Management, the Trust Operations Director and the Trust's IT partner, by contributing to the

     i.   design, implementation, monitoring and review of academy procedures for managing and recording installations and configuration changes.

    ii.   design, implementation and management of the network infrastructure to meet our academies requirements.

   iii.   Management of the effective development of the Trust's information communications networks

12) Work with the Trust's IT partner in monitoring the Trust's security and back-up systems and support the planning of recovery contingencies to enable an efficient return to service after any unforeseen system outages.

13) Support the infrastructure that underpins the Trust's Management Information Systems, primarily Arbor and any other related school systems

Other Responsibilities

14) To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

15) To collate information, statistics and prepare reports as required.

16) To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

17) To ensure that all Trust and academy policies and procedures are followed.

18) To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.

19) To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.

20) To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

Other information
- This post is subject to an enhanced DBS check.
- This post is a cross –Trust post based at the TCAT Professional Development Centre but will involve travel to and work based at other academy locations.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

REVIEW ARRANGEMENTS: The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this Job Description from time to time and will consult with the post-holder at the appropriate time.

PERSON SPECIFICATION

Criteria		Essential	Desirable	Assessment Method
Relevant experience				
1	Significant experience of managing ICT provision within a complex organisation.	x		A
2	Proven track record of ICT project management and change management.		x	A/I
3	Experience in leading project management teams to achieve clearly defined goals.		x	A/I
4	Experience of working within an educational context.		x	A/I
5	Evidence of strong communication skills in a professional context with young people and colleagues.		x	A/I
Qualifications				
6	5 A*-C GCSEs including English and Maths.	x		A
7	Minimum of 2 Level 3 qualifications (A Level or equivalent).	x		A
8	Recognised IT Qualification or equivalent knowledge gained through experience.	x		A
9	Educated to degree level or equivalent.		x	A

	Knowledge			
10	Extensive and detailed knowledge of current technologies and best practice including web technologies, LAN, VLAN, WAN, thin client and virtual technologies.	x		A/I
11	Extensive and detailed knowledge of information management systems and the tools and processes required to keep them safe.	x		A/I
12	Experience of working with ARBOR.		x	A/I
	Competencies			
13	Able to maintain confidentiality in all circumstances.	x		A/I
14	Proactive approach to work being responsive, empathetic and supportive to all within the school.	x		A/I
15	Able to establish effective relationships with those working in and with the school.	x		A/I
16	Ability to build and form good relationships with colleagues and students.	x		A/I
17	Communicate well with a variety of people.	x		A/I
18	Analyse varied information from multiple sources and resolving problems without direct reference to a manager.	x		A/I
19	Exercise training and motivational skills in relation to team members.	x		A/I
20	Able to work with a wide variety of people – trustees, trust employees, trust and academy leadership teams and external agencies.	x		A/I
21	Well-organised and able to work to deadlines.	x		A/I
22	Able to prioritise and work on own initiative with little close supervision. Able to respond to unanticipated problems and situations without direct reference to a manager.	x		A/I

23	Able to handle considerable levels of interruptions, conflicting demands and changing priorities.	x		A/I
24	Able to contribute new ideas and ways of working.		x	A/I
Commitment to Equal Opportunities				
26	Understanding of and commitment to the principles and practice of equality, diversity and inclusion, both in relation to employment issues and to service delivery	x		A/I

Key: A = Application;   I = Interview;   T = Task

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.