

# Tove Learning Trust

## Person Specification



Job Title: <b>TLT IT and Communications Strategy Lead</b>	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to GCSE in English, Maths, IT and science or equivalent.	✓	
Degree or equivalent professional qualification (computer science or related subject would be preferable but not essential) <i>Or</i> Relevant work experience indicating a graduate level of ability	✓	
<b>Experience</b>		
Previous experience with stakeholder engagement	✓	
Previous experience as an IT strategist.	✓	
Project management experience of successfully bringing a project to completion on time and within budget	✓	
Experience of working within a school environment.		✓
Network security experience of large or complex systems	✓	
Proven experience of supporting Windows Server, G Suite, desktop OS across different environments	✓	
Experience of managing budgets and forecasts	✓	
<b>Knowledge and Skills</b>		
IT strategy design, development and implementation	✓	
Successful and significant experience of leading, developing, and coaching colleagues	✓	
Personally effective with the ability to build effective working relationships with team, staff and suppliers.	✓	
Experience of working as a part of a development team, taking the technical lead, working in an agile way.	✓	
Excellent analytical ability and problem solving skills.	✓	
Ability to communicate effectively to a variety of audiences. Effective written and verbal communication skills.	✓	

Ability to deal with a demanding workload and deliver outcomes within a defined timescale.	✓	
Successful experience in managing change.	✓	
Successful experience of managing challenging and/or sensitive situations.		✓
Relevant legislation relating to Data Protection and Records Management.	✓	
An understanding of the Legal and moral obligations when providing IT services in a school environment (safeguarding children).	✓	
Knowledge of Management Information Systems (e.g. SIMS) and other educational software including Go 4 Schools.		✓
<b>Personal Attributes</b>		
Work in accordance with the trust's values and behaviours.	✓	
Sound judgement and decision maker – confident in using own initiative.	✓	
Eligible to live and work in the UK.	✓	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the trust.	✓	
A commitment to continuing personal development and training.	✓	
A commitment to safeguarding and promoting welfare of children and young people.	✓	