

**Job Description**

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| **Job Title:** | Director of Corporate ICT and Infrastructure |
| **Grade:** | M5 - £48,436.00 rising to £51,467.00  Full Time – 27 days holiday plus bank holidays |
| **Purpose of your Role:** | * To be responsible for the creation, implementation/delivery and communication of the Trust’s technical strategy, and for managing the technical process for implementing the Trust’s mobile learning strategy. * Operate as the Trust’s Deputy Data Protection Officer |
| **Reporting to:** | Chief Financial Officer (CFO) |
| **Staff Reporting to Job Holder:** | All ICT support staff in the Multi Academy Trust |
| **Contacts Within the Trust:** | * Multi Academy Trust Leadership * Multi Academy Trust ICT support team * Multi Academy Trust staff interfacing with ICT provision |
| **Contacts Outside the Trust:** | * All Software and hardware suppliers * Herts County ICT providers * Telephony providers * Mobile learning platform providers |
| **Main Tasks and Responsibilities:** | **Strategic:**   * To lead on the development, implementation and compliance of ICT and associated strategies, and where necessary the adoption of new and innovative approaches for the maximum use/ benefit of information and systems * To monitor and challenge where necessary the use/ benefit of information and systems in close liaison with the Chief Financial Officer and Executive Principal * To have overall responsibility for the current and future systems adopted by the Multi Academy Trust * Responsible for implementation of best practice security disciplines as identified and agreed by the Multi Academy Trust’s Board * To be responsible and accountable for the ICT budgets, procurement and contracts in the Trust * Maintain a strategic rolling five year procurement plan in liaison with the CFO * Attend Trust meetings if required, including Trustee Board/Committees, being the lead officer for ICT related matters, and to liaise with Trustees when required * Maintain and enhance the Trust’s reputation through the appropriate use of communication and support to its academies * Maintain the overall integrity of the Trust’s ICT environment and ICT business continuity arrangements * Keep up to date with emergent technology and promote the use of technology and best practice across the Multi Academy Trust * Play a lead role in supporting the Trust with being GDPR compliant   **Delivery:**   * To be responsible for the operational management and day to day deployment of ICT Services that support learning and teaching and the business and administrative functions across the Trust * To ensure that all holiday projects across the Trust are completed smoothly and to deadline * Ensure systems are in place such that ICT queries and problems reported by stakeholders are dealt with in an efficient and timely manner * Lead on the development and delivery of the ICT team and review performance against Trust feedback and targets set within specific projects, as appropriate * Work in close partnership with the CFO to ensure the accurate and timely completion of all Trust/school census’ and DfE returns * Ensure the efficient and smooth delivery across the Trust of all examinations/assessments that involve ICT * Develop relationships and partnership working with other private, public, voluntary and community sector bodies on joint information and system projects of mutual interest and benefit, for example, to negotiate successfully with external suppliers and partners * Maximise revenue streams to the Trust through appropriate management of Information and ICT systems * To seek to reduce costs whilst maintaining or improving services through appropriate invest-to-save opportunities, working collaboratively and with effective procurement * To have overall responsibility for all SIMS(School information management system) databases and ensure on-going integration of SIMS data into all schools’ reporting and recording processes * To manage and develop robust networks and associated equipment which meet the curriculum and administration requirements of all schools in the Multi Academy Trust, including the provision of telephony services * Oversee the support and upgrades of the Multi Academy Trust s key software platforms as required * To implement relevant ICT related H&S and E-Safety precautions and routines across the Multi Academy Trust * To audit software, including licences, hardware, ICT usage and infrastructure through the maintenance of accurate records, ensuring that the Trust remains fully legally compliant * To develop, communicate and implement a recovery plan, including arranging back-ups and implementing virus protection and securing ICT hardware and software * To deal with requests for support and determine appropriate response and wider service implications * To set out and manage clear service delivery expectations, monitor external support services and contracts and maximise warranties and lifespan of ICT equipment * To develop and maintain all public facing websites across the Multi Academy Trust * To ensure fully functional CCTV and monitoring systems across the Multi Academy Trust * To ensure fully functional print and MFD services across the Multi Academy Trust * To ensure fully functional telephony services across the Multi Academy Trust * To support the Heads of ICT in coherent ICT development supporting the Multi Academy Trust’s strategy on teaching and learning * To be responsible for safeguarding and promoting welfare of children, including promoting E-safety with the designated SLT advocate * To perform other reasonable duties within scope of skills as directed by line manager   **Research and Planning:**     * Research and be informed about the wider (regional and national) ICT and Information related context (including social trends), and identify developments and changes which will have a positive or negative impact on cost, service delivery or performance * Keep a watching brief on ICT products, systems and providers * Maintain links with outside bodies (e.g. SOCITM)   **Staff and Leadership:**     * Oversee and lead Trust ICT members of staff including the performance management of staff in line with Trust policies * Recruit, induct, train and performance manage the ICT support team across the Multi Academy Trust, and deploy them across Trust sites effectively and efficiently * Line manage the ICT Services staff within the Trust and be responsible for the necessary liaison, monitoring, coaching and advice on network related hardware and software issues, facilitating the efficient and effective ICT support programme * To lead on relevant/necessary Trust wide training * To communicate the vision, culture and values of the Trust so staff are engaged, motivated and professional in their conduct |
| **Knowledge, Experience and Training:** | * Understand the Trust environment and context in which ICT is used and realise the unique characteristics of the Multi Academy Trust schools, students and staff * Understand and direct on the limitations and use of hardware and operating systems * Promote and develop the use of ICT related H&S issues, and E-Safety issues * Develop knowledge of networking & system development and monitor new technologies * Familiarity with standard ICT hardware and peripherals * Confidence to lead and work in student facing environment * Be responsible for own professional development * Play a team role * Evidence through DBS check and recruitment process of suitability for working with children |
| **Other Specific Duties:** | |
| * To continue personal development as agreed at appraisal reviews * To engage actively in the appraisal review process * To address the appraisal targets set by the line manager each Autumn Term * To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example * To support the Academy in meeting its legal requirements for worship * To promote actively the Academy’s corporate policies * To comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate * To show a record of excellent attendance and punctuality * To adhere to the Academy’s Dress Code * To undertake any other reasonable duty delegated by the Principal | |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.

AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job Holder) DATE:

AGREED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager) DATE: