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| **JOB DESCRIPTION**  |
| **Job Title**  | **Trust IT Manager**   |
| **Salary**  | Salary: STA Range 6/7 £33,262 - £42,421Contract: Full Time (Term Time Plus Considered) Hours: 37 hours per week Responsible for: Apprentice  |
| **Location**  | Stephenson Academy Crosslands Stantobury Milton Keynes MK14 6AX  (Travel around the Trust Academies in Milton Keynes is a requirement of the role and for which mileage is paid)   |
| **Contract**  | Permanent  |
| **Responsible to**  | Head of Operations |
| **Job Purpose:**  **The IT Manager role sits at the heart of this vibrant Trust. The position requires a strong IT Generalist who is an innovative and agile thinker who enjoys tackling a wide range of issues at one time. The successful candidate will be interacting with all staff and would need to offer them an impeccable IT provision.**   The IT Manager will be responsible for the IT function across the Trust (3 schools) which together employ up to 200 staff AND will play an important role in working with the central services teams and academy Principals on improving and enhancing the ICT services to all academies within the Trust. |
| **Duties and Responsibilities:** **Strategic planning*** Develop medium and long term coordinated planning based on the schools educational objectives to keep the school up to date with developments in ICT and in line with local needs
* Plan for major developments of the ICT service and project manage their implementation as required by the academies and Trust
* Plan the ICT strategically within the academies to achieve a safe and efficient ICT environment for staff and students.
* Define a relevant Service Level Agreement for the academy and Trust contributing to the procurement process of IT services
* Advise the Leadership Group through the Head of Operations on emerging technologies as appropriate.
* Support the full range of financial planning for ICT, through the identification, planning and costing of all future developments and upgrades to achieve best value for the school.
* Monitor and review the types and amounts of system use.
* Attend relevant meetings where the ICT service is discussed and input is required

**Resource Management*** Set support priorities, balancing response to support requests with the need to follow planned monitoring and maintenance, in the context of staff availability and wider ICT service demands.
* Manage the relevant IT budgets and achieve best value for the schools ICT expenditure.
* Develop a support staff apprentice carry out their annual reviews, their training, development and negotiate specific personal development goals.
* Manage the ordering, stocking and replenishing ICT consumables.
* Ensure that legal and contractual obligations relating to ICT resources, software licensing, systems and services are met.
* Manage and implement the installation of all new computer software as required, enabling the delivery of ICT to all operational areas.
* Design and implement the school policy on asset disposal.
* Liaise with external engineers and manage external contracts as appropriate

**Development and maintenance of technical systems*** Ensure all school ICT systems are fully operational at all times.
* Advise the Leadership Group through the Head of Operations on the implementation of ICT policies and procedures.
* Design, implement, monitor and review school procedures for managing and recording installations and configuration changes.
* Design, implement and manage the network infrastructure to meet the school's requirements.
* Manage active network components including switches and routers; install additional servers, keep the network operating system up to date and oversee the maintenance of network workstations.
* Provide second level in-school support for more complex requests; perform advanced troubleshooting on PCs, peripherals and applications. Advise on compatibility of hardware, applications and operating systems, according to user requirements.
* Manage the academiess Management Information Systems, primarily SIMS.net and any other related school systems.
* Manage the academies telephone system.
* Manage the academies printing solution
* Maintaining and development the Academies website, Learning Platform and intranet
* Ensure that all Cloud based technologies remain operational
* Manage the functioning and deployment of applications.
* To be responsible for maintain the schools IT asset inventory
* Manage the schools Digital Signage Solutions
* Upgrade relevant systems out of normal business hours to ensure minimum downtime for staff during critical periods.

**Developing the expertise of others in emerging technologies*** Support the school Virtual Learning Environment as required.
* Conduct training on appropriate use of ICT resources; document systems and procedures.
* Support staff with ICT related problems.
* Produce and analyse reports on support requests for management purposes; advise the Leadership Group through the Head of Operations on possible training activities based on support log analysis.
* To undertake available training opportunities and demonstrate a commitment to continuous development.
* Hold training sessions for both IT Support staff and end users on school technologies based on the requirements of the school.
* To undertake such other duties and responsibilities of an equivalent nature, as defined by Head of operations from time-to-time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
* Perform any other task deemed reasonable by the line manager
* Adhere to school, local and national authorities guidelines and exercise professional discretion at all times

The position will require when necessary long working hours in order to keep the systems operational and implement new systems to meet deadlines.**General:*** To work as an effective member of a team and to promote team work at all times
* Observe good working practices and current health and safety regulations
* Exercise flexibility in working hours / days in carrying out your own duties
* Observe and adhere to all Policies, Procedures and Regulations
* The post-holder is also required to undertake such other duties as may be required by or on behalf of Stephenson MK Trust provided that they are consistent with the nature of the post
* Be committed to and attend relevant continuous professional development
* Undertake any reasonable instruction given by your mentor or Leadership Group member to ensure the smooth and efficient delivery of your role
* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
* This job description allocates general duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
* The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
* This job description may be varied to meet the changing demands of the Trust at the reasonable discretion of the line manager
* This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
* The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters
* This list is an outline of the responsibilities. The post holder will be expected to undertake other duties relevant to the post in discussion with the Head of Operations and CEO
* All posts are subject to a satisfactory enhanced DBS declaration which is a commitment by the school to safeguarding children. The post holder is required to share this commitment.
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***Stephenson (MK) Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so***

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| **PERSON SPECIFICATION**  |
| Personal Attributes required (on the basis of the job description)  | Essential (E) Or Desirable (D)  | Identified by: Application Form (AF), Interview (I), Test (T) or other  |
| **QUALIFICATIONS AND TRAINING**  |
| **Bachelor’s Degree**: in computer science, information technology, or a related field . **Work Experience**:  relevant experience in IT roles, such as systems administrator, network engineer, or software developer.  **Progression**: 3-5 years of prior experience before moving into managerial positions. **Professional qualification,** or able to evidence knowledge and understanding of appropriate business disciplines  **5 GCSEs** or equivalent A-C including Maths,English and IT **A levels or Equivalent** in IT, business discipline   | E   E    E   E   | AF   AF/I    AF/I   AF/I  |
| **EXPERIENCE**  |
| **Working within Systems and Networks**: Understand network architecture, security protocols, and system administration.  **Working within Software Development**: Familiarity with programming languages and software development processes.  **Working within Cloud Computing**: Knowledge of cloud platforms (e.g., AWS, Azure, Google Cloud**Experience working in within a Multi Academy Trust** at a senior level  | E EEE | AF/I  |
| Proven track record **of successful IT leadership** | E  | AF/I  |
| **Developing, managing and operating IT systems** | E  | AF/I  |
| **KNOWLEDGE AND UNDERSTANDING**  |
| **Technical Proficiency and Innovation**:**Deep Understanding of Current Technologies**: Stay informed about the latest tech trends, network systems, software development, and cybersecurity practices. | E  | AF/I  |
| **Leverage Emerging Technologies**: Use your technical expertise to drive innovation within your organization. | E  | AF/I  |
| **Develop IT Strategies**: Align the IT department’s direction with overall organizational goals.**Budget Management**: Efficiently allocate resources for IT projects.**Risk Management**: Anticipate and mitigate risks associated with IT initiatives. | E EE | AF/I  |
| **SKILLS & ABILITIES**  |
| **Effective Communication**: Articulate complex technical concepts to non-technical stakeholders.**Team Leadership**: Inspire and guide your team toward success.**Conflict Management**: Handle conflicts within the team constructively.**Financial and Organizational Skills**:**Financial Acumen**: Understand budgeting, cost control, and financial implications of IT decisions.**Organizational Skills**: Manage workflows, prioritize tasks, and ensure efficient operations.Strong analytical skills and meticulous attention to detail  | E EEEE | AF/I  |
| **Continuous Learning and Adaptability**:**Stay Relevant**: Keep learning and adapting to technological changes.**Listen and Learn**: Be open to feedback and new ideas.**Ability to build** strong working relationships with a range of stakeholders  | E EE E | AF/I  |
| **Self-starter able to prioritise** and meet tight deadlines  | E  | AF/I  |

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| **PERSONAL ATTRIBUTES**  |
| Leadership and team working  | E  | AF/I  |
| Commitment to acting with integrity, honesty and loyalty  | E  | AF/I  |
| Ability to work under pressure and prioritise effectively  | E  | AF/I  |
| Commitment to always maintaining confidentiality  | E  | AF/I  |
| Commitment to safeguarding and equality  | E  | AF/I  |
| Commitment to promoting the ethos and values of the Trust  | E  | AF/I  |

