

**Job Role:** Foundation Head of IT

**Reporting to:** Chief Operating Officer

### **Role Summary**

We are seeking an experienced and qualified ICT practitioner in leading and unifying the ICT teams located in five schools across three sites. This is a new role for Coventry School Foundation (CSF) as we strategically implement a central support/service operation.

Serving as the senior technology leader reporting to the COO, the Foundation Head of IT will be leading CSF's technology strategy, execution, and operations. All of which are essential to the delivery of the curriculum to almost 2,000 students aged between 3 and 18. You will work closely with the Headteacher, deputy head (curriculum) and head of digital learning in each school actively engaging and partnering them in the delivery of a premium IT proposition.

### **MAIN RESPONSIBILITIES**

The role embraces developing, planning and implementing the strategy for the academic and operational infrastructure, both hardware and software on all six sites that CSF covers. You will also be required to ensure that the systems are robust, reliable and cost-effective. This will entail delivering high levels of service at the user interface, ensuring functional capability and overseeing IT architectural integration.

The successful candidate will need to plan and manage critical programme delivery and the rollout of equipment in a manner that causes minimum disruption to the day to day running of the Schools.

You will be responsible for managing a team of ICT staff who are located in the two senior schools and for integrating them into a single team to optimize performance, knowledge and efficiency.

The postholder will have the following key areas of responsibility:

- Integration of the Foundation's ICT infrastructure, staffing and systems into one high calibre department providing quality support to all stakeholder.
- Managing the day-to-day delivery of IT services across the Foundation for students and staff.
- Planning, procuring and the subsequent timely deployment of necessary upgrades to maintain a competitive, up-to-date and secure environment from which to deliver our core business operations.
- Overseeing the implementation, routine operation, and maintenance of all IT equipment.
- Provide leadership in the Foundation's use of technology, liaising with key staff to maximise the output of staff and students.
- Manage a portfolio of technology projects to meet cost, scope, and schedule constraints.
- Develop policies for IT use across the Foundation.
- Identify key skills and talent gaps in the organization and work to recruit, train, and retain talent.
- Ensuring that pupils can use ICT safely.

### **ICT STRATEGY**

Working at a management level with a newly established ICT sub-committee, you will own, develop, monitor and review a cohesive, effective Foundation-wide IT strategy that addresses the needs of the Foundation as a whole and supports the specific requirements of individual schools.

You will be responsible for:

- a high quality, effective network infrastructure strategy designed to address School priorities
- a safe, reliable and effective strategy for integrating cloud services into the School-wide IT

infrastructure

- an effective School-wide server strategy designed to maximise support for the needs of each school across the Foundation
- an effective strategy to address the use of school-provided hardware and pupil owned portable devices;
- a staffing strategy that supports continued effective support of all IT Systems and Services across the Schools
- provide termly reports and briefing documents to the ICT sub-committee
- planning and securing agreement for the Schools' budgets for ICT hardware and software
- Integrating third party systems and software to work safely with the schools' main operating and information systems.

### **ICT POLICIES AND PRACTICES**

Develop, monitor, implement and review best practice IT policies and practices that enable staff and students within the Schools to have confidence in, and make safe and effective use of, the IT tools, technologies and services available to them.

Working with the Schools' Deputy Heads Academic and Heads of Digital Learning to maintain and further develop:

- Foundation policies that ensure best practice as a whole and within each school and meet the needs of ISI inspection compliance
- Foundation practices, arising from the policy development process, that support the effective use of IT across the Foundation as a whole and the work of each specific school;
- effective policies and practices, in liaison with the Designated Safeguarding Leads in each school, that help ensure the protection of children and young people within the School;

### **PROCUREMENT & FINANCIAL MANAGEMENT**

Working alongside the Head of Finance, the postholder will have responsibility for:

- Implementing and managing the Foundation's IT infrastructure within approved budget and resource allocation.
- Establish the IT Capital & Revenue budgetary requirements, arrange the sourcing of resources, manage income and expenditure and ensure best value for money for IT spend
- Explore operational efficiencies across the Foundation to deliver savings where possible from a shared service.
- Maintain full inventory of IT assets and consumables, including planning for replacements on an appropriate timescale.
- Procure all IT equipment on behalf of the Foundation, being responsible for the negotiation of prices and achieving best values on IT purchases
- Manage the tender processes in relation to IT hardware, networks and security, telephony, reprographic systems and hardware together with all software solutions

### **STAFF MANAGEMENT**

You will be responsible for managing and supervising the operations of the Foundations' IT teams to ensure the effectiveness of the ICT provision. As part of that role, you will

- combine 2 separate functions into a centralised team providing real value added to pupils and staff
- ensure that an appropriate professional development programme is provided for all members of the Foundation IT Team
- ensure annual staff development reviews are undertaken;
- develop and update job descriptions to take into account new requirements and the changing teaching and learning environments within the School

## PERSON SPECIFICATION

- Holds IT Qualifications and/or equivalent knowledge and minimum of 5 years' IT experience.
- You will have a strong understanding of running an ICT function in a large academic, or complex, environment and the impact that this can have on daily operations; especially when going through change management.
- Ability to manage and lead on large scale IT Projects. You will have significant experience of multiple project delivery with significant budgetary management.
- Understanding of the key strategic areas that the Foundation wishes to pursue. They include:
  - Microsoft Azure
  - Microsoft 365 Platform
  - Cloud Services
  - Modern SD-WAN Firewalls
  - Modern multi gigabyte networking
  - Enterprise Networking and Wireless
- Able to identify future ICT needs, problems and implications and adopt a proactive approach to the introduction of new technology.
- Excellent communication and coaching skills, and a track record of building relationships with all levels of stakeholders
- Ability to manage an IT Department that is spread across multiple sites.
- Able to keep abreast with technological changes and provide technical advice about improvements that would benefit the Foundation.
- Full working knowledge and understanding of the range of relevant policies / codes of practice and awareness of relevant legislation, including those relating to compliance with GDPR.
- High levels of personal integrity and trustworthiness.
- Highly organised, methodical, with meticulous attention to detail.
- Passionate about controlling and maintaining high quality and standards

Also required:

- To promote the welfare and safety of all members of the school community, and adherence to the Foundation's Safeguarding and Child Protection Policy.
- To support the aims of the Foundation.
- To support all members of the school community with respect and consideration.
- To set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.

## TERMS AND CONDITIONS

- Competitive salary, reviewable annually
- Minimum 20 days annual leave, plus 4 Foundation Days as well as days between Christmas and New Year. All statutory holidays are also allocated.
- Group Personal Pension Plan (employer's contribution up to 10%)
- Staff discount for children attending the Foundation.
- Free membership of the Foundation leisure centres across all sites
- Free lunch during term time
- Car parking on all sites

## Person Specification

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to manage workload, delegate and prioritise tasks to meet deadlines, using initiative and being proactive	✓	
Ability to be clear and assertive whilst remaining calm, composed and tactful	✓	
Ability to work collaboratively and lead on training as required	✓	
Ability to interpret varying situations and solve problems on a day to day basis	✓	
Ability to work independently, using own initiative	✓	
Strong communications skills, both written and verbal, including the ability to vary content to suit different audiences and channels	✓	
Meticulous attention to detail and accuracy	✓	
Excellent customer service skills, with a “people and service” ethic	✓	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge of IT in the education sector – either teaching or support staff related.		✓
Administration of Microsoft operating systems and applications	✓	
Microsoft domain infrastructure; Exchange, Outlook, Active Directory	✓	
Microsoft Azure, Microsoft 365 Platform, Cloud Services, Modern SD-WAN Firewalls, Modern multi gigabyte networking, Enterprise Networking and Wireless Technology		✓
All Cloud technologies	✓	
Experience of developing technologies, including VR and AI	✓	
IT Procurement / IT Cost saving Initiatives	✓	
Project Management experience	✓	
Line Management experience	✓	
Experience of working within a similar role in a school environment		✓
Driving license and own transport	✓	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to high standards	✓	
An ability to communicate clearly and concisely with all stakeholders with different areas of responsibility within the Foundation.	✓	
Diplomatic, discreet and able to maintain strict confidentiality	✓	
An ability to work independently and under pressure	✓	
A positive attitude towards education and young people	✓	
An understanding of safeguarding principles and practice	✓	
An understanding of the aims and ethos of independent education	✓	