LEIGH
Academies Trust

Job Pack

Software Asset Manager
Leigh Academies Trust

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our Careers Page.

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263

Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be "Outstanding" whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a "warm strict" approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region's biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our **Vision 2030**, available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE

Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: **latcareers.org.uk/benefits**

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.

Job Description

Job Title: Software Asset Manager
Reports to: Head of IT Programmes
Location: Leigh Academies Trust

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

The postholder manages the approval, procurement and ongoing ownership of software used across the Trust. The role exists to ensure the Trust holds a single, accurate and controlled view of its software estate, that no product enters use without the necessary assurances, and that every approved product has a named owner responsible for its contract, licensing, supplier relationship and renewal.

The role is not there to determine which products academy colleagues use in the classroom or in their teaching and administrative work, or which products central operations teams use in their own work. Decisions on the suitability of academy products rest with academy colleagues and are confirmed through the digital leads forum, which covers academy products of both kinds. Decisions on operational suitability rest with the requesting central team. The postholder is the owner of the process and of the product, not the technical or educational decision maker.

The postholder completes the data protection sign-off, with the Compliance team involved only for escalation where a sign-off is contentious and for ongoing auditing. Cyber security, deployment and network approvals rest with the relevant technical leads within the IT Systems NOC team. Safeguarding suitability is confirmed by the Trust's safeguarding leads. The postholder's responsibility begins at the point a choice is proposed and continues for as long as the product remains in use.

This is a newly created post. Much of what it describes is being built rather than inherited: the operations section of the digital toolkit, the software register, the document repository and the service standard for the request process. The right candidate will have real scope to shape how software is managed across the Trust.

Scope of the role:

The role covers software procured centrally by the Trust and software procured locally by individual academies. It applies to all subscription, licence and cloud-based products, including free and freemium tools where these involve the processing of Trust data.

The postholder maintains two lists. The software bundle is the set of academy products, whether classroom resources or teacher and administrative tools, that are centrally managed and held under a single Trust-wide agreement, available to any academy that requires them; inclusion means central management, not central funding. The digital toolkit is the wider set of approved products, held in two sections: an academy section for academy products outside the bundle, which academies adopt and manage locally, and an operations section for all operational software used by central teams, which does not currently exist and which the postholder establishes and populates. Both lists are definitive: no software may be used unless it appears on one of them. The Trust's direction of travel is for the bundle to grow and the academy section of the toolkit to reduce over time; operational software is not promoted into the bundle.

Key Responsibilities

Triage and referral

- Check every software request from academies and central teams against the bundle, then the relevant section of the toolkit, to establish whether a suitable approved alternative already exists, recording the request and its outcome in the Halo ITSM system.
- Confirm take-up terms where a bundle or toolkit product meets the need, and record the additional site against the product's adoption count.
- Pass the request on where a requester does not accept the alternative offered, rather than settling it at triage: to the digital leads forum for an academy product, or to the Infrastructure SLT for operational software.
- Define the service standard for the request process, which does not currently exist, agreeing turnaround times with Compliance, the IT Systems NOC team, Finance and the forum, then publish it and report against it.
- Refer academy requests with no suitable alternative to the digital leads forum, preparing the case with need, comparables, indicative costs and any assurance issues identified so far.
- Take operational software requests straight to assurance, since these bypass the forum and the requesting team confirms the choice, referring any query on value, duplication, commercial risk or fit with the wider estate to the Infrastructure SLT.
- Advise the forum on cost, licensing and commercial risk, without determining the choice of product, and record the forum's decision.

Assurance and data protection

- Co-ordinate all assurances required before a product may be used, including data protection, cyber security, network security, safeguarding and budget approval, and do not release a product until each approval is in place.
- Complete the data protection sign-off, establishing what personal data a product will process, the lawful basis, and whether a Data Protection Impact Assessment is required, completing any assessment in PrivacyPerfect. The Trust provides any training needed for this.
- Confirm a written data processing agreement meeting Article 28 UK GDPR requirements, disclosure of subprocessors, and appropriate safeguards for any transfer of data outside the UK.
- Escalate contentious, finely balanced or precedent-setting cases to the Compliance team, and provide the records needed for the team's ongoing audit of sign-offs.

- Obtain safeguarding confirmation from the Trust's safeguarding leads where a product is used by or holds data about pupils.
- Keep the Trust record of processing activities, held in PrivacyPerfect, current for all approved products.

Cyber and network security

- Carry out proportionate supplier security due diligence, covering matters such as certification, access control, encryption, hosting, resilience and incident response, and record the outcome in the software register with the date it is next due.
- Work with the IT Systems NOC team on identity integration, administrative controls, audit logging, compatibility and deployment.
- Identify network security requirements early and raise them with the IT Systems NOC team, recording its approval as a condition of approval before committing the Trust to a product.

Procurement and budget

- Lead procurement in line with Trust financial regulations, the scheme of delegation and public procurement requirements, including market research, specification, tender and evaluation.
- Build assurance requirements into specifications rather than addressing them after selection.
- Work with Principals and academy finance teams to confirm funding before take-up and to make clear what each academy will be charged and when.
- Work with central Finance on Trust-wide agreements and any minimum volume commitment. The Trust pays for bundle products and recharges academies; any shortfall sits centrally, so make that exposure clear before agreeing a licence floor.

Product ownership and renewals

- Own each approved product on behalf of the Trust for as long as it remains in use, maintaining licence records in the software register and acting as the supplier point of contact. Ownership will widen as the role develops, covering procurement, contract and renewal management at first.
- Record and store contracts once signed; they are signed by the relevant authorised signatory, not by the postholder.
- Establish the operations section of the digital toolkit, which does not currently exist, and populate it with the operational software already in use.
- Establish a central software register, which does not currently exist, with an entry for every approved product recording its list and section, owner, the academies using it, and its data protection and security assurance status, and a contracts section for term, value, notice periods, renewal dates and entitlements.
- Establish an associated document repository in a Google Drive share for signed contracts, data processing agreements, supplier assurance responses and correspondence, with each register entry pointing to the relevant documents and access on a least-privilege basis.
- Maintain the register alongside a forward calendar of renewal and notice dates, and prevent auto-renewal by default.
- Assess usage, licence counts and assurance ahead of each renewal, and recommend renewal, renegotiation, consolidation or withdrawal.
- Manage contract exit, including data return, confirmed deletion, and removal by the IT Systems NOC team.

Moving products into central management

- Monitor adoption, prices paid and local terms for academy section toolkit products through the software register, and prepare cases for promotion into the bundle, judged case by case on the number of academies using the product, its cost, and the complexity of the contract, licensing model or security management involved.
- Negotiate the Trust-wide agreement once a product is promoted, and migrate academies as local contracts reach renewal.
- Recommend the return of a bundle product to the toolkit, or its withdrawal, where it is no longer widely used or no longer represents value.

Monitoring, reporting and escalation

- Monitor for unapproved software and bring it through approval or remove it, and review both toolkit sections regularly, removing products no longer in use, supported or compliant.
- Report regularly on spend, licence utilisation, renewal pipeline, savings, request volumes and assurance status, and contribute to committee and board reporting.
- Act on a digital leads forum refusal of an academy product as a valid veto, referring the matter to the Infrastructure SLT where an academy remains insistent, and treat the SLT as the approval body for queries on operational software. Record the outcome in each case.

Measures of Success

- Establishment, accuracy and completeness of the central software register.
- Increased proportion of software in use formally approved.
- Reduction of duplicate products, and growth in centrally managed spend through promotion into the bundle.
- Value secured through negotiation and consolidation, and elimination of unplanned auto-renewals.
- Academy satisfaction with the speed and clarity of the request process.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the **Keeping Children Safe in Education document (Department of Education)**.

Notes

The job description allocates 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. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. 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.

Person Specification

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Trust Software Asset Manager, we would expect candidates to demonstrate:

Knowledge & Experience

Essential

- Experience of software or IT procurement, licensing and contract management, ideally in a multi-site organisation.
- Working knowledge of public procurement rules, UK GDPR and the Data Protection Act 2018 as they apply to third-party processors.
- Understanding of common software licensing models, including per-user, per-device, site and consumption-based arrangements.
- Working understanding of common cyber security controls and basic network concepts sufficient to identify when a request needs NOC involvement.
- Familiarity with Data Protection Impact Assessments, and with privacy management platforms such as PrivacyPerfect, which the Trust uses and to which the postholder will have access.

Desirable

- Experience in the education sector or another regulated public sector environment, and knowledge of software commonly used in schools, including management information systems, learning platforms and safeguarding tools.

Skills and attributes

Essential

- Strong analytical skills and confidence working with usage, spend and licensing data.
- Sound commercial judgement and the ability to negotiate with suppliers on price and contractual terms.
- The ability to co-ordinate effectively across several teams and a decision-making forum without direct authority over any of them, holding a process to time.
- The judgement to separate a commercial or compliance objection, which the postholder should raise, from a view on educational suitability, which is not theirs to take.
- Clear communication with digital leads, Principals and central staff.
- Strong organisation across a large volume of contracts and deadlines, and the ability to work independently within an agreed framework.
- The appetite to build a function from scratch, working without established processes at first and creating the registers, standards and routines the role will run on.
- Full UK driving licence and access to a vehicle to use for work purposes.

Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our current vacancies page.

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by clicking here.

A member of the Recruitment Team will be in touch to help find the right role for you!

