VENTURERS TRUST

THE SOCIETY OF MERCHANT VENTURERS

University of BRISTOL

APPOINTMENT OF HEAD OF ICT

INFORMATION FOR CANDIDATES

VENTURERS TRUST AND OUR SPONSORS

Venturers Trust is a dynamic and focused multi-academy trust based in Bristol, formed in September 2017 through the merger of CGS Trust and Merchants' Academy Trust. The Trust is responsible for eight academies, 3,500 pupils and 700 staff with a commitment to making a significant and lifelong difference to the lives of young people from some of Bristol's most disadvantaged communities.

The Trust is currently made up of five primary schools: Bannerman Road Community Academy, Barton Hill Academy, Fairlawn Primary School, The Dolphin School and The Kingfisher School; the all-age Merchants' Academy; Colston's Girls' School for girls aged 11-16, located alongside its sixth form, V6, for girls and boys; and Venturers' Academy, the first state-funded school in Bristol for students aged 4-16 diagnosed with Autism and with an EHCP.

The Trust is sponsored by the Society of Merchant Venturers and the University of Bristol.

The Society of Merchant Venturers (SMV) is a philanthropic organisation that works with and supports people and communities from the wider Bristol area through education, care for older people, charitable giving and social enterprise. In education, SMV's simple but highly ambitious vision is to transform the life-chances of students from the richly diverse set of schools within Venturers Trust, both during their educational journey and beyond. The Society's expertise in education spans more than four centuries and today, the commitment is practical as well as financial, with many of its members taking active roles in the governance of Venturers Trust and the wide range of schools within the Trust. SMV firmly believes there is nothing more important to the health of our communities than outstanding education and training in life skills for young people.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is actively involved in the governance of our schools. The university offers support in areas such as curriculum development, subject expertise, higher degree and research opportunities for staff at Venturers Trust. It also offers student mentoring and an innovative and inclusive programme for students as part of the university's commitment to widening participation and access to higher education. These activities include extensive support and opportunities for our Sixth Forms including scholarships, preferential offers of grades to gain a place, with the additional possibility of bursaries to support undergraduate degree studies.
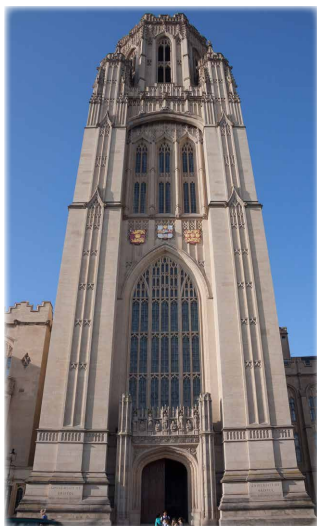
Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their hands-on support, challenge and expertise are greatly valued.

The new role of Head of ICT offers the chance to drive the business performance of central team services and our academies which serve some of the most varied communities in Bristol.
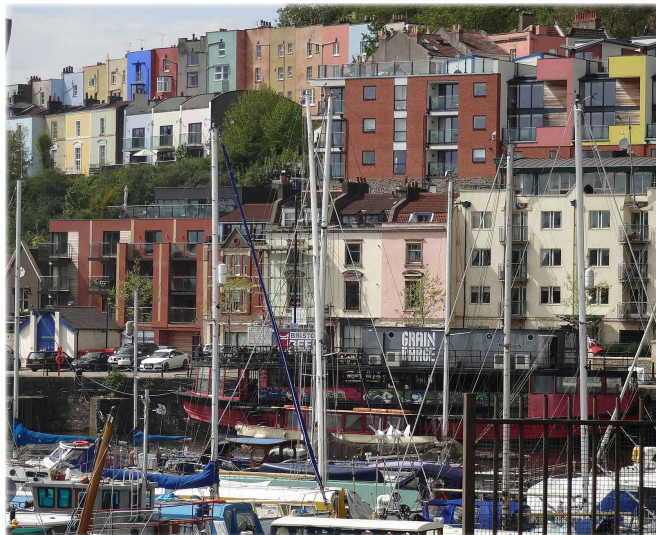
BRISTOL PROFILE

Venturers Trust is located in Bristol very close to the open fields of the Mendip Hills, Bath and North Somerset and within easy travelling distance of country villages and further afield. Trust staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK. The local economy remains buoyant, benefiting from a strong knowledge economy and particular strengths in the creative, financial and legal sectors. Within 90 minutes you can reach London.

Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks, squares and stunning architecture. Recently the city celebrated Brunel 200, the 200th anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.

Bristol grew to be one of the most important cities in England during the Middle Ages as a result of its port and in 1497 the brothers Sebastian and John Cabot, sponsored by the Society of Merchant Venturers, sailed from the docks to mainland America, landing in Newfoundland. A working replica of their ship, The Matthew, can be seen in the harbour today.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services, creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.

HEAD OF ICT :

JOB DESCRIPTION

POST:	Head of ICT
SALARY / PACKAGE:	£38-45k depending on experience, plus pension, Health Cash Plan and Benefits Package
CONTRACT:	Full Time. Permanent
RESPONSIBLE TO:	Director of HR
LOCATION:	Based at the Trust's Head Offices, but working across and within all Venturers Trust sites.

WORKING IN AN EXECUTIVE TEAM WITH:

- **Chief Executive Officer (CEO)**
- **Director of HR**
- **Director of Finance**
- **Strategic leads across the Trust**

PURPOSE OF THE ROLE

The post holder is responsible for the strategic development, maintenance and security of the Trust's IT network and infrastructure (serving both curriculum and administration needs) in conjunction with the IT support teams.

The prime function is to ensure that the IT facilities and resources within the Trust and its component schools enhance the quality of provision to students and staff.

ROLE DEMANDS

- Effective management of IT technical support staff.
- Expertise in, and experience of, hardware and software evaluation, procurement, etc.
- Understanding of the administration software and procedures used within the Trust and its schools.
- Sound developmental planning skills, including an ability to train staff.

The Head of ICT will work closely with the senior staff of the Trust and Academies, offering guidance and advice, to manage and enhance the network and develop effective administrative procedures, using appropriate software and hardware.

LINE MANAGEMENT

- Plan, prioritise and manage the workload of the senior technicians and technician support team to ensure that resources are deployed as effectively as possible.
- Supervise the work of the senior technicians and service provided to staff and students.
- Liaise and advise senior staff at Trust and school level regarding their requirements, to ensure that appropriate technical support is provided.
- Assist in the recruitment, selection and appointment of members to the team.
- Conduct staff probationary reviews and performance appraisal target setting and reviews as required.
- Identify training needs and arrange appropriate training to ensure that all team members are effective.

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■ **STRATEGIC PLANNING AND OPERATIONAL MANAGEMENT**

- Advise and consult with the Executive team, Principals of the Academies to drive innovation and outstanding teaching and learning.

- Further develop and implement the strategic plan for IT, and ensure ICT service is GDPR compliant by following policy and the principle of security by design.

- Lead on the development of policy and procedure in relation to the area of responsibility to ensure that the Trust and its member schools operate within regulatory frameworks.

- Ensure policy implementation is communicated and understood by stakeholders.

- Manage IT Budgets, in liaison with the Director of HR & Finance, and the exercise of financial control in respect of IT budgets.

- Advise on new and emerging technologies and their application to a variety of audience and governance.

- Be an ambassador and key advocate of the use of IT and its role in supporting school improvement across the curriculum and administrative functions.

- Design and deliver regular training programmes to enhance the use of IT and new technologies at all levels across the Trust and its member schools.

- Manage developments from specification through procurement to installation of new resources and facilities, including supporting the Trust growth strategy.

- Provide management information relating to the helpdesk and ticketing systems or equivalent.

- Oversee efficient IT purchasing and procurement practice, ensuring value for money/ best value and that financial regulations are met.

- Monitor the work of external contractors.

- Monitor the Trust's broadband usage and internet access to ensure fast and efficient services are maintained.

- Liaise with the respective senior leadership staff at all Trust Academies to ensure curriculum requirements are met.

- Manage the integrity and security of the network.

- Consult and lead on suitability of software.

- Manage all compliance, security and licensing requirements.

- Manage and account for all software and hardware.

- Plan and develop the network infra-structure and it's cabling.

- Oversee the day-to-day repair and maintenance of the computer networks, hardware and infrastructure.

- Ensure that hardware and software is correctly installed patched and supported.

- Manage the use of IT equipment and the internet/ intranet and ensure that systems are in place to monitor for inappropriate use within the Trust and its member schools in accordance with e-safety and safeguarding policies.

- Ensure planned and preventative programme of maintenance works is in place to ensure reliable systems including third party modules, IP telephony, print, active networking infrastructure and any other support as may be required for portable devices.

- Ensure that software systems including print management solutions, anti-virus and intrusion prevention and detection technology is up to date across the Trust and in line with vendor guidelines.

- Manage the management reporting (via ticket-based help desk and supporting logging system) for true auditing, service accountability and design/monitoring of service provision.

- Ensure that the ICT asset register and ICT service KPI's are evaluated, reviewed and accurately maintained.

- Ensure that all equipment is security marked and that Trust/Academy property is safeguarded at all times.

- Ensure that all equipment is in readiness for students and staff.

- Ensure that equipment is prepared for external users, as required.

- Ensure that safety hazards are monitored and that health and safety guidelines are adhered to.

- Ensure that the Trust ICT disaster plans is kept up to date to ensure business continuity.

- When required, attend governor meetings to report on strategic developments/initiatives.

■ **TRUST AND ACADEMY ADMINISTRATION**

- Liaise with Capita, Joskos and other service providers.

- Liaise with the SIMS coordinators of each Academy to ensure that the admin network is maintained and supported.

- Ensure that SIMS upgrades are installed in a timely manner.

- Ensure that an overview of SIMS modules and how they interact is maintained and technical staff training accordingly to support the Academies.

- Ensure the development in the use of SIMSs modules, and how to support teachers and support staff in their use is facilitates across the Trust's Academies.

- Assist and advise associate staff in the effective use of software products to aid efficient administration.

- Complete or assist in completion and collation of IT-related returns and statistical data.

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. The duties of this post could also vary from time to time as a result of new legislation, changes in technology or policy changes.

Venturers Trust is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

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HEAD OF ICT :

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
EXPERIENCE	• Substantial previous experience in a large IT leadership role and large organisation • Previous experience of successfully leading and managing a team • Able to prove experience of managing and prioritising the workload of others • Project management and system implementation • Experience of negotiating the procurement of goods and services • Experience of managing a large budget • Experience of ITL/FITS environment	• Existing working knowledge of MATs and Trust environments	• Application Form • Interview
EDUCATION AND TRAINING	• Educated to degree level or equivalent in an IT professional discipline • Leadership / Management training	• Formal accreditation of Cisco and Microsoft technologies • ITIL qualification	• Application Form • Interview • Assessment (documentary evidence / practical testing)
PROFESSIONAL SKILLS AND KNOWLEDGE	• Excellent knowledge of the IT field and emerging technologies • Effective analytical and problem solving skills • Project management and organisational skills • Able to prepare and present management information and reports appropriate to the nature of the role and communicate effectively to target audience • Experience of designing and delivering regular training programmes to enhance the use of IT and new technologies • Enthusiastic about programming and the role of IT	• Knowledge and understanding of the impact of ICT within an educational environment • Basic awareness of safeguarding children/child protection legislation.	• Application Form • Interview • Assessment (documentary evidence / practical testing)
PERSONAL QUALITIES AND REQUIREMENTS	• Outstanding interpersonal skills that will support working with colleagues across the Trust and externally • Ability to inspire and motivate others • Methodical approach to work tasks with key emphasis on accuracy • Ability to stay calm under pressure • Ability to creatively develop work practices • Demonstrate a positive team approach to work • Flexible approach to work • Committed to continuous self –improvement • Resilience yet adaptable to get the 'job' done style • Pragmatic and diplomatic approach to problem solving		• Application Form • Interview • Assessment (documentary evidence / practical testing)

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HOW TO APPLY

CLOSING DATE FOR APPLICATIONS:
9am on 22nd August 2019

INTERVIEWS: 28th August 2019

Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification.

An Associate staff application form is available in electronic format from the **venturerstrust.org** website and should be returned electronically along with the Equality Monitoring Form by following the instructions at the **Work With Us** section of the Trust's website.

Venturers Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred.

For more information about this position or to have a confidential discussion about the role or your application, please contact the Director of HR on **0117 301 8560.**

We look forward to hearing from you.