



HABERDASHERS'
ASKE'S

**BOROUGH
ACADEMY**

2021 - 22 IT Services Manager Candidate Briefing Pack

Haberdashers' Aske's Borough Academy



www.habsborough.org.uk

Welcome from our Principal

Dear Candidate,

Thank you for your interest in Haberdashers' Aske's Borough Academy.



Borough Academy is a six-form entry, co-educational 11-18 school located on Southwark Bridge Road, on the former site of Southwark Fire Station. Having opened in September 2019 after stringent campaigning by local parents, we are growing year-on-year with years 7, 8 and 9 now on roll.

We are partly based in what will be our final school building, with construction still underway. On completion we will have an ultramodern, progressive school simultaneously steeped in history, with predominant aspects of the school housed in a conversion of the Grade 1 listed Georgian Building. Alongside this we will have our very own state-of-the-art sports centre, which will also serve the local community outside of school hours.

Borough Academy is firmly grounded in the values of our federation. The Haberdashers' reputation is built on a tradition of high standards and academic excellence, and we are proud to continue this legacy by supporting every single student, and staff member, in reaching their full potential.

We are steadfast in our continuing commitment to the federation's statement of intent on Equality, Inclusion and Diversity and believe all of our young people deserve to receive an excellent education, equitable opportunities and a value added experience regardless of their background. We are proud of the diversity of our community and strive to ensure this is reflected in every aspect of school life.

We value personal development as much as academic progress and offer a wide range of enrichment activities which are attended by more than three quarters of our students. As proud members of the local community we have embraced its history and culture, and encourage all of our students to take advantage of the many trips and visits that leave the school site. We have a number of partners in the local community who, by working closely together, support and encourage the development of empathy, tolerance and philanthropy in our students.

We believe a Haberdashers education is a unique and valuable experience for the students who attend our schools and we are excited to offer that to more children and young people in South London.

We look forward to hearing from you if you are aligned with our values and have the drive, skills and enthusiasm to make a real impact at Borough Academy. We would invite you to follow the links below to get a further insight into our school:

www.habsborough.org.uk/why-choose-borough

www.habsborough.org.uk/News/Black-History-Month-Learning-Celebrations

www.habsborough.org.uk/Borough-Arts-Festival

www.habsborough.org.uk/Equality-and-diversity/EDI_Statement_of_Intent.pdf

I hope that this brief information, alongside the recruitment details, encourages you to decide to apply to join us in our exciting current phase of development. Should you have any queries or want to come and visit our school, please do not hesitate to contact me.

Kindest regards

A handwritten signature in blue ink, appearing to read 'Jones', with a large loop at the bottom.

Mr Declan Jones
Principal| Haberdashers' Aske's Borough Academy

Our Vision



Federation wide vision

Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation, but always within the context of our long tradition of providing excellent education.

Based upon these values we aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment.
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

We will achieve these aims by providing a safe environment where all children and young people can succeed and through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge. High expectations of every member of our community

Job Role



Job Title:	Manager of IT Services
Contract Length:	Permanent
Contract Type:	Full Time
Salary:	Support Scale 7-8
School/ Service:	Haberdashers' Aske's Borough Academy
Location:	94B Southwark Bridge Road, SE1 0EX
Accountable to:	Vice Principal

About the role

The IT Services Manager will take overall responsibility for the day-to-day operation of the IT support service across the schools, ensure that the appropriate service levels are maintained, and the service is aligned to user needs.

You will be accountable for the delivery of the school's IT strategy and for developing, managing and implementing all IT service projects, and the successful candidate will work collaboratively with all key stakeholders to understand and support their technological requirements.

The successful candidate will have demonstrable experience of managing IT services and staff, supporting systems in a technical capacity, reporting to senior leaders and working with users to define and deliver requirements. Ideally the successful candidate will have experience of working within the education sector.

Professional Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional development is key to our success. We are fortunate to have our own teaching school (Atlas), where a number of professional development programmes are co-ordinated.

Key responsibilities of the role

Key responsibilities and objectives:

- Manage all aspects of IT services across the schools, including day to-day support and larger development work in line with quality expectations.
- Manage the IT helpdesk ensuring that all requests for IT support are actioned in accordance with helpdesk procedures and priorities.
- Deliver day-to-day IT support to all users, and address any ongoing or recurring issues impacting the service.
- Monitor the systems and services at the school in collaboration with the Federation IT team to ensure the IT service provided is in line with each school's requirements and senior leadership quality expectations.
- Provide a high quality IT service to each school, including regular visits to each site.
- Develop, embed and manage methods of working practices including proactive IT support.
- Manage and support all members of the IT services team.
- Maintain the relationship with both Federation and school specific third party suppliers, in order to ensure any issues impacting IT services at the school are resolved.
- Encourage users to adopt good IT practice and ensure correct and appropriate use of equipment.
- Develop IT policies, processes, and procedures to be used across the school in collaboration with all key stakeholders.
- Work collaboratively with teaching and learning and business support staff to understand their on-going technology requirements.
- Provide regular input into the IT vision and strategy ensuring it meets the school's requirements and is viable from a technical and IT support perspective.
- Take a leading role in all annual planning processes relating to IT.
- Analyse resource requests to ensure that appropriate solutions are recommended.
- IT budget creation and management, ensuring internal procurement process is followed for all purchases, that relevant records are kept and reports can be issued to leadership as and when requested.
- Responsibility for reporting monthly to senior leadership on day-to-day operations (including helpdesk statistics) and any development work.
- Responsibility for the collation of information required for the monitoring of activity, performance and quality and to prepare and present reports and assessments to meetings of colleagues or reviews.

Key responsibilities of the role

Key responsibilities continued:

- To keep all skills and knowledge relevant to the post up-to-date, in order to be able to meet the requirements of the role; participate in training and development activities; and undertake training to maintain the requirements of the role
- To cover for absent colleagues as requested by the line manager within the areas of the posts' remit
- To work flexibly in undertaking the duties and responsibilities of this role and participate as required in groups and task teams
- To undertake other duties within the posts' scope of responsibilities that might be reasonably requested from time to time
- To be a model of high professional standards in all aspects of school life
- Identify, scope and plan for key projects accordingly as a result of identified user needs, budget constraints and management reporting
- Manage the delivery of projects utilising appropriate project management methodologies
- Work with third party suppliers to scope, assure, and implement school-specific systems and services
- Drive personal continued professional development in line with the Academy's CPD model and IT requirements

General responsibilities and objectives:

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy and to support the EDI strategy
- To actively promote the aims and ethos of the Federation
- To support the Academy's commitment to the continued professional learning of all staff
- To undertake any additional duties as may be reasonably required by the CEO or Principal
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies and undertake and enhanced DBS

Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	How identified and assessed AP - Application As - Assessment I - Interview P - Presentation R - References
Education/qualification and training			
Well-qualified graduate with relevant IT qualification	✓		AP,I, R
A higher qualification in management or project management		✓	AP,I, R
Experience, Knowledge and Skills			
Experience of holding a position of responsibility	✓		AP,I
Experience of managing IT service offering in a multi-site environment	✓		AP,I, P
Experience of managing and developing IT services and staff using relevant IT service management methodologies such as ITIL	✓		AP,I
Professional communication skills, able to communicate with business stakeholders at all levels	✓		AP,I
Scoping, assuring and managing IT systems and infrastructures	✓		AP,I, R, AS
Implementing best practice, standards and statutory requirements	✓		AP,I, R
Personal Characteristics			AP,I, R, AS
Keen organisational skills and the ability to multi-task	✓		AP, I, R
Demonstrably high level communication and literacy skills	✓		AP, AS, I, R
Ability to lead and work within teams	✓		AP, I, R
Ability to demonstrate professionalism of the highest order	✓		AS, I, R
Is able to build relationships and communicate with whole spectrum of staff, governors and parents in a diplomatic and relatable manner	✓		AS, I, R
Is committed to individual learning pathways	✓		AP, AS, I, R
Committed to safeguarding and promoting the welfare of children and young people	✓		AP, AS, I, R

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.



Recruitment process and additional recruitment information

Closing date: Friday 24th September 2021

Interview date: W/C 27th September 2021

Start date: Immediate Start

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- Written tasks
- Classroom visits
- Classroom observation
- Panel Interviews on a variety of topics

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing t.loughran@haaf.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: Before you are invited to interview, we will obtain references from your referees. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

“Whilst working at Borough Academy I have seen first-hand how committed the school is to creating an inclusive learning environment in which every student can prosper.

Both the teachers and students have worked hard to create a nurturing and kind environment in which aspirations are raised and horizons are broadened. Having spent this year working as an LSA I am now incredibly excited to be starting my teacher training at Borough.

The support I have received since making this decision has been fantastic, and I am thrilled to be continuing my professional development here”.

Matilda Feeney-Mellor
UQT English

Our Trust



About Haberdashers' Aske's Federation

Haberdashers' Aske's Federation is a Multi-Academy Trust of nine schools, (four secondary and five primary), supported by a Teaching School. These are currently organised as four 'clusters, with Borough Academy currently in it's own cluster as the newest member of the Haberdashers' family of schools.

A cluster leader oversees the central services provision of the cluster, to ensure that all schools within it are supported well.

Our principal sponsor is the Worshipful Company of Haberdashers, who are very generous in their support. Put simply, our mission is to ensure that each of our schools offer a great education and are great places to work.

Each of our schools serve their local communities in Southwark, Lewisham and Bexley. As a Federation, we can offer more to all staff and students than any single school could offer alone. This 'Haberdasher's Advantage' ensures that the opportunities presented by working and learning at a Haberdasher's Aske's Federation school, are truly exceptional.

Whilst each of our schools maintains its individuality and serves its' unique context, we share a common vision as a group of schools: 'To support our staff and young people to be the best they can possibly be.' In this complex world, we need our young people to develop as compelling individuals – ready and able to take their place in the world with confidence. We know that education matters to the life chances of all young people, particularly those from disadvantaged backgrounds. We believe that each and every child and young person can and will succeed.

To find out more about Haberdashers' Aske's Federation, please go to: www.habsfed.org.uk

Why Haberdashers?

We're proud of our people. Bound by the Haberdashers name, our inclusive community in the heart of South East London is alive with diverse backgrounds, personalities and passions. We are building a culture where pupils, parents, teachers and staff selflessly serve each other, centred on traditional values and behaviours. When you become a part of Haberdashers', you find a place where you belong.

Working in education is not always an easy task. We see the effort, the creativity, the hours our staff put in. We show our appreciation by:

Providing talent development opportunities

We want the best people to join the Haberdashers' community because they are ambitious, talented and want to make a difference to children and young people. The Haberdashers' Trust is committed to the continuing professional development of all staff.

Providing a good pension

When you join the Haberdashers' community, you can join an excellent Pension scheme, either the Teachers' Pension scheme or the Local Government Pension Scheme depending on your role.

Offering flexible working

We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements.. We are able to consider all requests for flexible working after 26 weeks of continuous service

Supporting your health and wellbeing

Balancing everyday life with the requirements of work and home can create pressures for all of us. Work is a large part of people's lives. We support a, healthy work environment that is conducive to a healthy lifestyle. All employees have free access to a 24-hour confidential counselling service, designed to help staff deal with a range of personal and general problems.

Actively promoting equality and diversity

We are committed to promoting an equal, diverse and inclusive community. We want the best people in our schools regardless of age, disability, gender, gender identity, race, religion or belief, sexual orientation, pregnancy and family or marriage and civil partnership. We are particularly keen to receive applications from candidates from historically under-represented and minority groups.

“Borough is a great school to work. The headteacher, SLT members, and teachers are very positive, supportive and helpful. We are like a great big team. The working environment is professional and very friendly. The students have unique personalities creating a multicultural and inclusive environment.”

Kyriaki Tilkitzi, Teacher of Science
Haberdashers' Aske's Borough Academy

Our Sponsors



**The Worshipful Company
of Haberdashers**

The Worshipful Company of Haberdashers

Our heritage dates as far back as the 1680s. A haberdasher, Robert Aske, left a substantial sum to build a school and educate 20 disadvantaged boys – giving them the chance to better themselves and lead fulfilling lives.

The Haberdashers' Company is one of the Great Twelve Livery Companies of the City of London. Education is of prime importance to the Haberdashers' Company and today there are more than 12,000 children and young people in the Haberdashers' family of schools that benefit from the relationship.

The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers pupils in the Haberdashers' schools something truly unique.

Find out more: www.haberdashers.co.uk



**Temple Grove
Schools Trust**

Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk



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For an informal discussion about this post,
more information or to arrange a visit,
please contact:
t.loughran@haaf.org.uk

Thank you for your interest in the
Haberdashers' Aske's Borough Academy.
We look forward to receiving your
application.