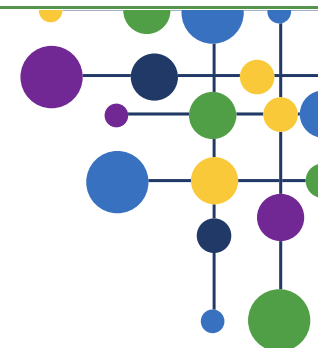
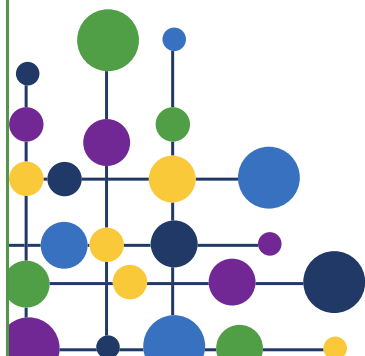




SHARE Multi-Academy Trust

ICT Manager Application Pack

July/August 2017



Welcome from the CEO



Dear Applicant,

Thank you for taking an interest in this post at Share Multi Academy Trust. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post. Please do not hesitate to contact us if you need anything further (or would like to visit before writing your application).

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



John McNally
CEO



SHARE Multi-Academy Trust is the charitable company that currently runs Shelley College, Heaton Avenue Primary

School, Millbridge Junior, Infant & Nursery School and Cowlersley Primary School. We are an emerging academy chain of secondary and primary schools that share our values and want the very best for our students and staff.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than 300 people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

Valuing People, Supporting Personal Best

Whatever your role or whatever your career plans, we can help you achieve them.

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Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people.



Employee Benefit Schemes

A world of benefits and reward for all staff!

We believe in making the world a happier place to work. We do that by providing a package of flexible employee benefits, including:

- An attractive pension scheme for both Teaching and Support Staff.
- School's Advisory Service – staff well-being support and medical cover, including amongst other things: counselling; physiotherapy; and operations.
- Share Academy Savers – the home of our employee benefits. Offering discounts on everything from groceries and shopping through to holidays, insurance, days out, restaurants and more.
- Salary sacrifice benefit schemes - salary sacrifice enables staff to give up some of the cash value of their pay to receive other benefits which saves on tax and national insurance. The Trust currently runs the following salary sacrifice schemes:
 - Childcare Vouchers - savings of up to £933 a year. Childcare vouchers can be used for pre-school and nursery costs plus after school clubs, summer camps and even independent school fees.
 - Bikes – savings of up to 42% on the cost of a new bike.
 - Computers – savings on the cost of Desktop machines, Laptops, Apple Products and software.

SHARE Multi-Academy Trust

ICT Manager – Role Profile

Role Title	ICT Manager	Reporting to	Temporary School Business Manager/MAT Finance Director
Section	Operations/Services, Shelley College/MAT		
Contract type	Temporary, 37 hours per week, all year round. Some flexibility in hours is required (e.g. occasional evening meetings and travel).	Grade / Salary	Grade 11 £32,486 - £34,538

Part A – JOB DESCRIPTION

Overall purpose of role	Direct and manage a high quality ICT service. Responsibility for the day to day management of ICT. Responsibility for managing contractor services/relationships for ICT service to maximise efficiency in relation to budgets.
Safeguarding Requirements	This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

NB: 'School' refers to Shelley College

Key Outputs
<u>Information Technology and Communications</u> 1. Manage a high quality day-to-day ICT service in line with the school development plan and vision and values to support high quality educational provision. 2. Manage and co-ordinate a supporting structure for key school/MAT operational areas for ICT services. 3. To manage effective contractor/service relationships for ICT services providing feedback regarding quality for service and working closely with contacts to find solutions to problems. 4. To manage and develop the ICT development plan for the school in liaison with the School Business Manager. 5. Oversee all contracted out ICT services and make recommendations to the School Business Manager/Finance Director. 6. Provide support for Team Leaders and Business Managers across the trust to oversee key project work including liaising with the finance department on tender submissions, bid writing, development and communication for project timelines and plans, working with contractors and providing up to date reports to senior leaders on timelines and progress. 7. To review ICT budgets and maintain effective financial management controls and risk management for the service. 8. Provide a high quality ICT support service that resolves any problems quickly. 9. Identify key risks relating to ICT across the trust and take appropriate steps to raise awareness amongst leaders/directors and ensure effective action is taken to mitigate against any potential issues.

10. Ensure a safe working environment for all stakeholders, particularly in relation to e-safety and data security, and ensure full compliance with data protection legislation and regulations. Provide clear guidance for staff regarding policy and actions required.
11. To lead a team of technicians and provide support, coaching development and training for operational areas and ensure performance reviews are undertaken for staff within deadlines.
12. Contribute to the trust's Health and Safety Strategy, ensuring systems are in place for the implementation and monitoring of the Health and Safety Policy, particularly in relation to e-safety and data security.
13. Promote equal opportunities for pupils and staff by identifying potential barriers to full participation in the school curriculum or work opportunities and supporting plans where relevant to ICT.
14. Manage the ICT team across the school and provide support across the MAT as required for key project work.
15. Support ICT infrastructure and services in other trust schools in accordance with service level agreements.
16. Ensure the school's ICT systems are fit for purpose and developed in the light of advancements in the use of ICT in the wider world. Maintain an up to date knowledge of the latest ICT developments.
17. Evaluate the effectiveness of ICT services, taking into account feedback from end users, value for money and the efficiency of the service provided. Ensure appropriate action is taken when planning and implementing improvements.

Other

18. To attend meetings with senior leaders, directors and governors, providing appropriate information, reports and guidance, to help stakeholders meet their statutory obligations.
19. Have a flexible approach to work, be willing to work outside of the normal working day as required to meet the needs of the role and school.
20. To undertake any other duties and responsibilities of an equivalent nature as may be determined by the School Business Manager, Associate Principal or CEO.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers / Support Staff – 350 - 600.
- Number of sites – currently 4 sites across the MAT
- Number of direct reports – up to 5.

Work/Business contacts

Internal: All teachers, support staff, pupils and stakeholders.

External: Department for Education, Local Authorities, External Agencies, Suppliers, Contractors.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Experience of managing staff	Essential
• Experience of ICT project management	Desirable
• Experience of managing budgets and budget monitoring	Essential
• Proven ability to lead a ICT within a school environment	Essential
• Experience and understanding of risk management and health and safety in ICT	Essential
• Experience of managing contracts/services with third party suppliers and contractors	Essential
• Minimum Level 3 ICT qualification	Essential
• Experience of ICT operating systems and server based technologies	Essential
• Ability to communicate technical language to non-technical users	Essential
• Excellent customer service skills experiences and demonstrate effective team working and be able to develop co-operative working relationships across the school/Trust	Essential
• Strong communicator with solutions based approach to problem solving	Essential
• Experience of working within facilities/infrastructure	Desirable
• Ability to liaise with a wide variety of internal and external contacts.	Desirable
• Ability to prioritise and problem solve to ensure that deadlines are met, whilst working under pressure.	Essential
• To hold or be willing to work towards relevant technical/professional qualifications or training as required.	Essential
Other (Physical, mobility, local conditions)	
• Has the ability to travel around the MAT area (and when required throughout the UK).	Essential
• Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings.	Essential
• Has a full current UK/European Driving Licence.	Desirable
• Has access to a motor vehicle and is prepared to use it for business purposes.	Desirable

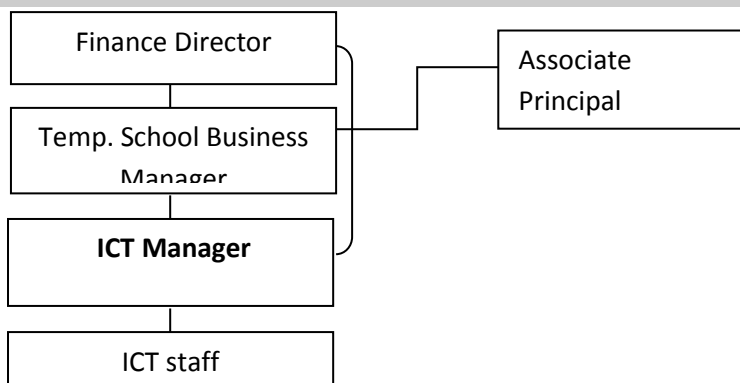
Expertise in Role - After initial development - Level 2
• Experience of working in schools and promoting positive relationships with the operational team and school community. • Highly developed organisational and prioritising skills with resilience to meet competing deadlines. • Developed good working knowledge of school ICT systems and network requirements. • Experience of managing a range of projects across the school. • Provide value for money solutions across ICT. • Evidence of making decisions based on needs for change with strong communication skills.



Expertise in Role (Advanced - Level 3)

- Used by colleagues as the main point of contact for all enquires
- Developed and implemented systems and procedures to ensure the ICT services are operating efficiently and effectively
- Expertise in school systems and processes
- Contributed to the implementation of systems and procedures to ensure the ICT service is operating efficiently and securely.

Structure

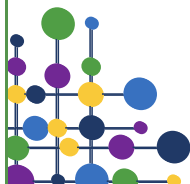


Signatures

Approved by : : CEO



Approved by : Post Holder/or Representative





To apply please visit the SHARE Multi Academy Trust vacancies webpage

<http://home.shelleycollege.org/vacancies>

Closing date 5.00pm Friday 11th August 2017