

IT Business Partner Vacancy Information Pack



Mater Ecclesiae
Catholic Multi Academy Trust

'One Family in Christ'



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CEO Welcome

Thank you for your interest in the role of IT Business Partner at Mater Ecclesiae Catholic Multi Academy Trust.

It gives me great pleasure and excitement to welcome you to our growing, dynamic family of Catholic schools. Mater Ecclesiae is one of three Catholic multi academy trusts created by the Diocese of Lancaster to play an important part in shaping Catholic education across the Diocese.

The Trust currently consists of nine primary schools and one secondary school. In line with the Bishop's vision for schools across the Diocese of Lancaster and following a hugely successful first year, we are due to grow to 17 schools before the end of the forthcoming academic year, when we will be delighted to welcome seven more primary schools into the Trust. When fully-formed, the Trust will consist of 20 primary schools and 3 secondary schools covering the Preston and rural Preston area.

This is a fabulous opportunity for a talented and experienced professional to join us and work with a fantastic group of committed leaders and staff who believe passionately in education and working to improve the life chances of our children and young people. All primary schools currently in the Trust are rated 'Good' by Ofsted, providing a strong foundation of expertise and talent on which to build a comprehensive IT and communications strategy.

The Trust currently serves 2700 pupils and employs almost 500 staff across our schools. The context of our schools means almost half of our secondary pupils and a third of our primary pupils experience challenges based on socio-economic and deprivation-associated factors. Our aim is to expertly deliver an ambitious Catholic curriculum that opens hearts, broadens horizons and accelerates social equality.

The core principles of the Trust are to educate the whole person, striving for excellence and working together as 'One Family in Christ', serving others. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people develop a sense of 'compassion, confidence and community' and reach their full potential by realising their God-given talents.

Our Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. Our core values of Compassion, Confidence and Community underpin all of our relationships; between staff, pupils, families, parishes and local communities.



Yours faithfully,



Peter Duffy

Chief Executive Officer



CFO Welcome

Echoing our CEO's introduction, thank you for taking the time to read this information pack. I hope that it communicates the journey our Trust is just beginning.

Do you have a sense of adventure and relish the thought of being part of these foundations and creating a new team? If so, we'd love to hear from you.

The Role

We are looking to recruit our founding IT Business Partner, someone who will make this new role their own and quickly integrate into our close-knit team.

We offer the right candidate the freedom to innovate, and to truly make a key contribution in setting the scene for the future success of our Central offer to our schools.

We are planning how we want our team to operate and - fundamentally – work for and with our schools. You will be an important part of this – you will bring experience, care and commitment that will mean our schools are have the best IT experience possible.

Your role will be crucial in achieving a safe IT environment for our pupils, colleagues and wider community. You will be central to implementing our new IT strategy and supporting our schools to achieve best value for the investments they need to make now and in the future.

You will work closely with school staff as well as the newly formed central team to ensure we provide a seamless, integrated and high-quality service. It is essential you have strong experience of working in schools, and of change. You will also be resilient and thoughtful in your approach to relationships you build. We care for and support each other – we work hard, share ideas, and crucially, listen.

You will need to be happy to roll your sleeves up whatever the challenge, and enjoy the fact that no two days are the same. We want imagination and ingenuity as much as the technological expertise you will bring.

How we work

We have a flexible approach to where you work – you have the option of spending some time working from home, as well as visiting our schools which are all based in and around Preston.

You will spend the rest of your time at our office which is located on Caxton Road in Fulwood (Preston), has ample parking and excellent transport links, and a number of shops and local amenities within walking distance.

If you would like to find out more about us, the role, and to help you decide whether this position is right for you please do get in touch for an informal chat. It is extremely important to us that this pack gives you a clear insight into our organisation, the qualities we are looking for, and who we are as we aim to make the very best appointment possible.

I look forward to receiving your application.

Heather Hickman

Chief Financial Officer



Diocese of Lancaster



Our Vision

We are **'One Family in Christ'** delivering the Catholic mission of the Diocese of Lancaster and serving the family of Catholic schools in the Preston area, under the patronage of Mary the Mother of the Church - Mater Ecclesiae.

Our vision is to work together to meet the needs of all and strive for excellence. Within our family, members of our community are loved and valued as unique individuals, made in the image of God. They are respected and cherished and given every opportunity to grow together.

As **'One Family in Christ'** we embrace, celebrate and inspire our diverse communities to achieve their full potential.

Our Values

One family in **Compassion**
One family in **Confidence**
One family in **Community**



One Family in Christ



Trust Information

Governance Structure

Members

The Bishop of Lancaster, The Episcopal Vicar of Education and Formation, Lancaster Diocesan Trustees

Trust Directors

10 Foundation Directors

Local Governing Bodies



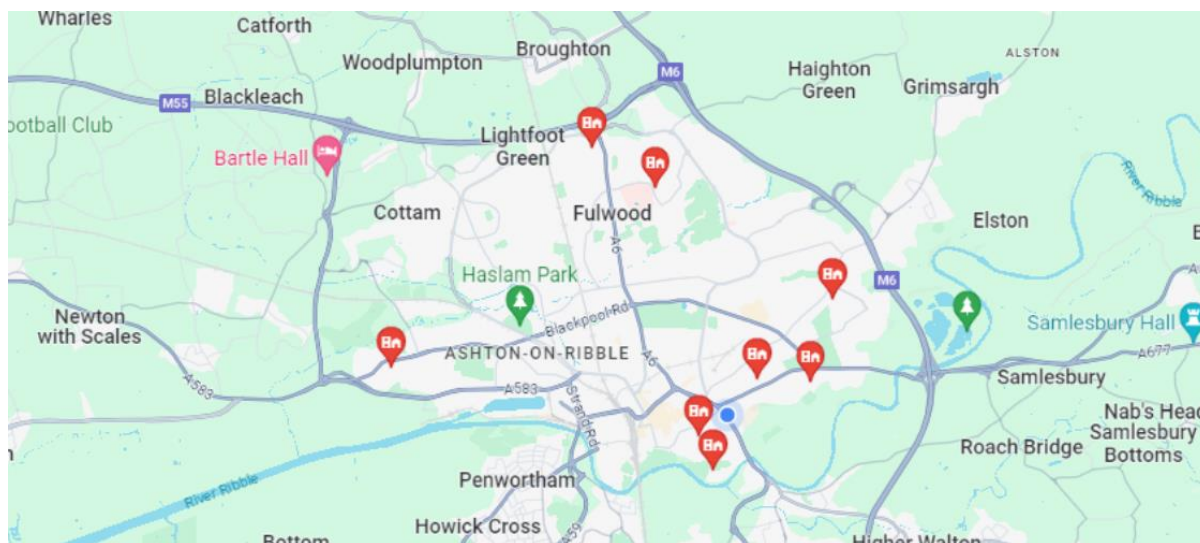
Executive Leadership Team

Chief Executive Officer, Chief Finance Officer, Director of Primary Education

Trust Development Priorities



Our Schools



Current Schools (in alphabetical order)



Alston Lane Catholic Primary School
Longridge, Headteacher: Mr Mark Fitzgibbon



St Bernard's Catholic Primary School
Preston, Headteacher: Mr Roy Turner



Christ the King Catholic High School
Preston, Headteacher: Mr Simon Corless



St Clare's Catholic Primary School
Preston, Headteacher: Mrs Anne Charnley



Our Lady & St Edward's Catholic Primary School
Preston, Headteacher: Mrs Karen Woods



St Joseph's Catholic Primary School
Preston, Headteacher: Mrs Catherine Monaghan



Sacred Heart Catholic Primary School
Preston, Headteacher: Mrs Lucy Scanlon



St Teresa's Catholic Primary School
Preston, Headteacher: Mr James Kay



St Augustine's Catholic Primary School
Preston, Headteacher: Mr John Entwistle



The Blessed Sacrament Catholic Primary School
Preston, Headteacher: Miss Kelly Hannah

Schools joining this coming academic year



St Ignatius's Catholic Primary School
Preston, Headteacher: Mr Chris Hough



St Mary & Michael's Catholic Primary School
Garstang, Headteacher: Mrs Luena Archibald



St Mary & St Andrew's Catholic Primary School
Barton, Headteacher: Mrs Sarah Roach



Job Description IT Business Partner

Job title:	IT Business Partner
Responsible to:	Chief Financial Officer
Location:	Hybrid – home based, central office (Fulwood, Preston), and visits to Trust schools
Contract:	Full time, full year
Salary range:	£43,421 - £48,474 (subject to inflationary increase review)

1 JOB PURPOSE

Operational responsibility for the delivery of safe and secure IT Services to our Trust schools in order to facilitate pupils' and colleagues' effective learning and cyber safe work environments. Support the CFO to deliver IT strategies and ensure that the provision of IT is in line with Trust policies, and complies with statutory requirements. Work with School and central Trust teams to ensure excellent communication is maintained across the Trust. You will lead, develop and encourage junior colleagues, contributing to high standards of performance.

JOB SUMMARY

- 1.1 Develop and maintain the Trust's IT Services in line with the Department for Education's Digital and Technology Standards for Schools and Colleges
- 1.2 Act as the key contact for School and Trust staff for IT Services
- 1.3 Maintain a secure IT operating environment to minimise the risk of cyber related incidents, following appropriate DfE guidelines and best practice
- 1.4 Ensure that the Trust's IT environment is reliable and consistent
- 1.5 Work with the School and Trust colleagues to set clear and prioritised budgets and annual operational plans linked to the IT strategy
- 1.6 Project management and ongoing development of the Trust's IT provision
- 1.6 Responsible for the promotion of learning, mentoring and training of both IT and non-IT staff
- 1.7 Support the provision of regulatory information to external stakeholders

2 MAIN DUTIES AND RESPONSIBILITIES

- 2.1 Promote and safeguard the online safety of our pupils and wider community
- 2.2 Build and maintain positive relationships with School and Trust colleagues, acting as an expert advisor
- 2.3 Responsible for working with the Trust DPO to ensure that the Trust's data integrity is maintained in line with Data Protection Policies by implementing and maintaining appropriate processes
- 2.4 Responsible for relationships and oversight of service level agreements with external organisations providing IT services directly to schools and to the central Trust
- 2.5 Responsible for the co-ordination of purchasing equipment and services, in line with Trust policies, strategy and statutory requirements

- 2.6 Support the continual development and refinement of trust wide purchasing, including tender processes, and routines to maximise quality and best value
- 2.7 Work with Headteachers, and school colleagues along with central team members to communicate key information, make recommendations and support decision making on IT purchases to maintain an appropriate learning and work environment
- 2.8 Responsible for, through the direction of the IT strategy, monitoring of the condition, security, installation, configuration, operation maintenance and disposal of IT hardware, software and network infrastructure across the Trust
- 2.9 Responsible for recording and monitoring upgrades to systems across the Trust
- 2.10 Responsible for full and accurate record keeping for IT infrastructure
- 2.11 Responsible for the oversight of IT asset registers within schools and the central Trust
- 2.12 Responsible for ensuring the Trust uses IT technology effectively and efficiently and maximises opportunities to develop
- 2.13 Support the awareness of cyber security and minimise risk to the Trust through training, appropriate processes and IT systems
- 2.14 Support wider continual professional development across the Trust through provision and promotion of training and online resources
- 2.15 Responsible for the resolution of IT issues across the Trust
- 2.16 Responsible for, or contribute to project development, management and implementation across all operational areas, Trust wide and school specific
- 2.17 Responsibility for communicating, co-ordinating and collating IT cost information to finance colleagues
- 2.18 Support external organisations such as internal and external auditors in providing statutory documentation and analysis
- 2.19 Support the integration of schools joining the trust, including initial due diligence and providing new colleagues with advice and training
- 2.20 Collaborate with colleagues across the Trust to continually develop, embed and continually improve efficient IT systems, processes and analysis, and policies through training, accessible knowledge bases, and ad hoc support
- 2.21 Maintain awareness of wider Trust operations, acting as the key communication point for IT services across the Trust
- 2.22 Supervise the work of junior IT colleagues, organising and delegating tasks and responsibilities
- 2.23 Appraisals for junior IT colleagues; encourage and support ongoing professional development including setting objectives in line with Trust strategies and aims

3 OTHER RESPONSIBILITIES

- 3.1 Develop positive and effective working relationships with all colleagues, including new schools as they join the Trust
- 3.2 Undertake regular training to update knowledge relating to all aspects of IT risk and technology updates
- 3.3 Maintain strict confidentiality and data protection in line with legislation
- 3.4 Lead on ensuring records are managed and stored appropriately
- 3.5 Lead, attend and participate in meetings and training required for the role
- 3.6 Undertake any other duties commensurate with the role as may be reasonably required
- 3.7 Support the Vision of the Trust, and as a senior colleague lead by example, encouraging staff and pupils to follow suit



IT Business Partner Person Specification

Ref	Criteria	Essential or Desirable	Assessment method
1 Qualifications			
1.1	A professional IT qualification from a recognised body, minimum level 4 or equivalent relevant experience	E	A / R
1.2	A degree qualification or equivalent relevant experience	E	
1.3	GCSE Maths and English at C or above	E	
1.4	Evidence of continuous professional development	E	
2 Experience			
2.1	Experience of supporting complex technical IT infrastructure in Schools	E	A / I / T / R
2.2	Providing a secure and up to date IT environment in a multi academy trust	E	
2.3	Working with external providers to resolve complex issues under pressure	E	
2.4	Working with and explaining complex information to non-IT colleagues	E	
2.5	Experience of making recommendations to senior school and Trust colleagues	E	
2.6	Experience in purchasing IT software, hardware and infrastructure	E	
2.7	Experience of contributing to budget setting and providing cost information	E	
2.8	Supporting significant procurement processes	D	
2.9	Experience of change and contributing to developing new processes and systems	E	
2.10	Contributing to IT strategy and implementation	D	
2.11	Experience of working with external organisations and stakeholders	E	
2.12	Organising and meeting conflicting deadlines under pressure	E	
2.13	Line management of junior colleagues, often remotely	D	
3 Abilities, Skills and Knowledge			
3.1	Up to date IT technical knowledge applied in an educational environment	E	A / I / T / R
3.2	Skilled in the use of Microsoft Office 365	E	
3.3	Clear and concise communication skills	E	
3.5	Ability to work with and plan around ambiguity, and respond to change positively	E	
3.7	Ability to work independently without supervision or direction	E	
3.8	Ability to maintain strict confidentiality	E	
4 Personal qualities			
4.1	Creative as well as logical and methodical approach to problem solving	E	A / I / T / R
4.2	Highly organised, resilient and thrives under pressure	E	
4.4	Willing to undertake training and development in order to maintain current knowledge	E	
4.5	Professional, friendly approach to building relationships	E	
4.6	Demonstrate support for the Catholic ethos and Mission of the Diocese and Trust	E	
4.7	Commitment to the Equality Act 2010, safeguarding and child protection	E	
4.8	Commitment to a work life balance for your, and your colleagues well being	E	

A = Application, I = Interview, T = Task, R = References



Additional Information

Start date:	As soon as possible
Salary:	£43,421 – £48,474 (subject to inflationary review)
Hours of Work:	Full-time, full year - 37 hours per week, 52 weeks per year. Actual hours to be agreed with the CFO.
Contract:	Permanent
Pension:	LGPS
Expenses:	Work-related expenses will be paid per the relevant Trust policies
Annual Leave:	28 days per year, plus bank holidays, to be taken in line with finance deadlines. Rising to 32 days per year, plus bank holidays after 5 years continuous service.
Probation:	6 months
Notice Period:	12 weeks

Safeguarding Information

Introduction

Mater Ecclesiae Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic or vocational qualifications. Professional references are requested using our standard proforma for short-listed candidates; please let us know if we can approach your referees before interview.

As a minimum, references should be from the two most recent employments. References are checked against previous employment history and gaps in employment. Our standard reference proforma makes reference to suitability to work with children and young people. Professional references must be obtained from professional email addresses. The application form requires applicants to complete a disclosure of any criminal convictions.

Shortlisting

Only those candidates meeting the criteria outlined in the person specification will be shortlisted. Please note that only shortlisted candidates will be contacted; if you have not been contacted within 2 weeks of the interview date you have not been successful on this occasion.

Interview

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form including their employment history. Candidates will be reminded of their responsibility to disclose criminal convictions that are subject to DBS checks if they have not already done so on the application. Proof of right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts and other pre-employment compliance checks will also be carried out. A fitness to work declaration will be required following appointment. Inclusion on the Single Central Record (SCR), barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the Mater Ecclesiae probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed which includes the monitor and review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal Opportunities

Mater Ecclesiae recognises the value of, and seeks to achieve, a diverse workforce. Mater Ecclesiae takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. Mater Ecclesiae is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

Mater Ecclesiae is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, you will agree for the Trust to process your personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available upon request from the Trust Business Manager.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or you would like any additional information about Mater Ecclesiae CMAT or the role, then please contact:

Heather Hickman, CFO, at recruitment@mecmat.org

Application process:

Please send your completed CES application form (available on the Trust website) to: recruitment@mecmat.org

You will also be required to complete and submit a Recruitment Monitoring Form and a Rehabilitation of Offenders Act Disclosure form.

There are guidance notes supplied to assist in the completion of the forms (see applicant notes on our website).

Closing Date for Applications: 9am on Monday 28th October 2024

Shortlisting of Candidates: Week beginning 28th October 2024

Interview Date for Candidates: Week beginning 4th November 2024

Should you decide to apply, please confirm your availability for these dates when submitting your application.

References will only be taken up for shortlisted candidates. Please let us know if we can request references prior to interview.



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