

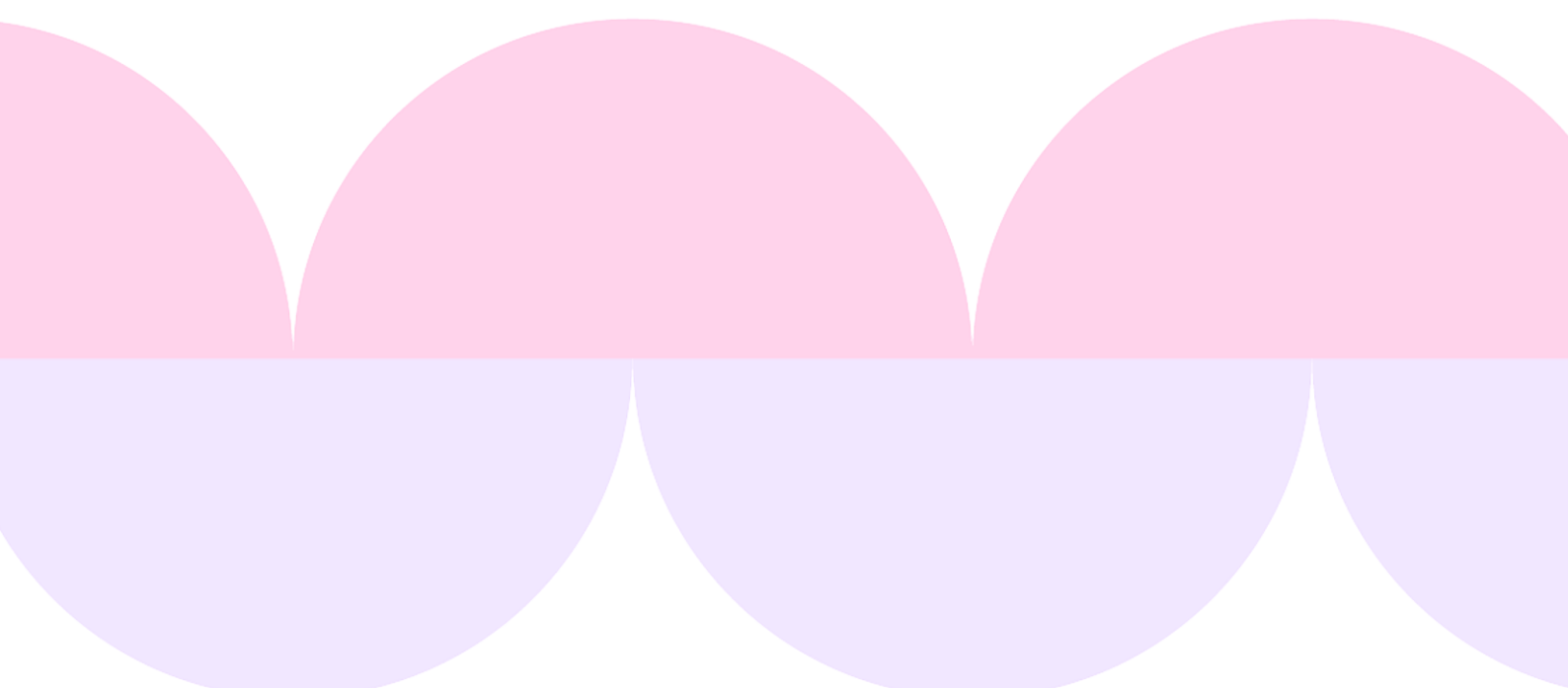


Inspire

ACADEMY
MOVEMENT

Trust IT Manager

Application Pack





Letter from the CEO

About Inspire Academy Movement

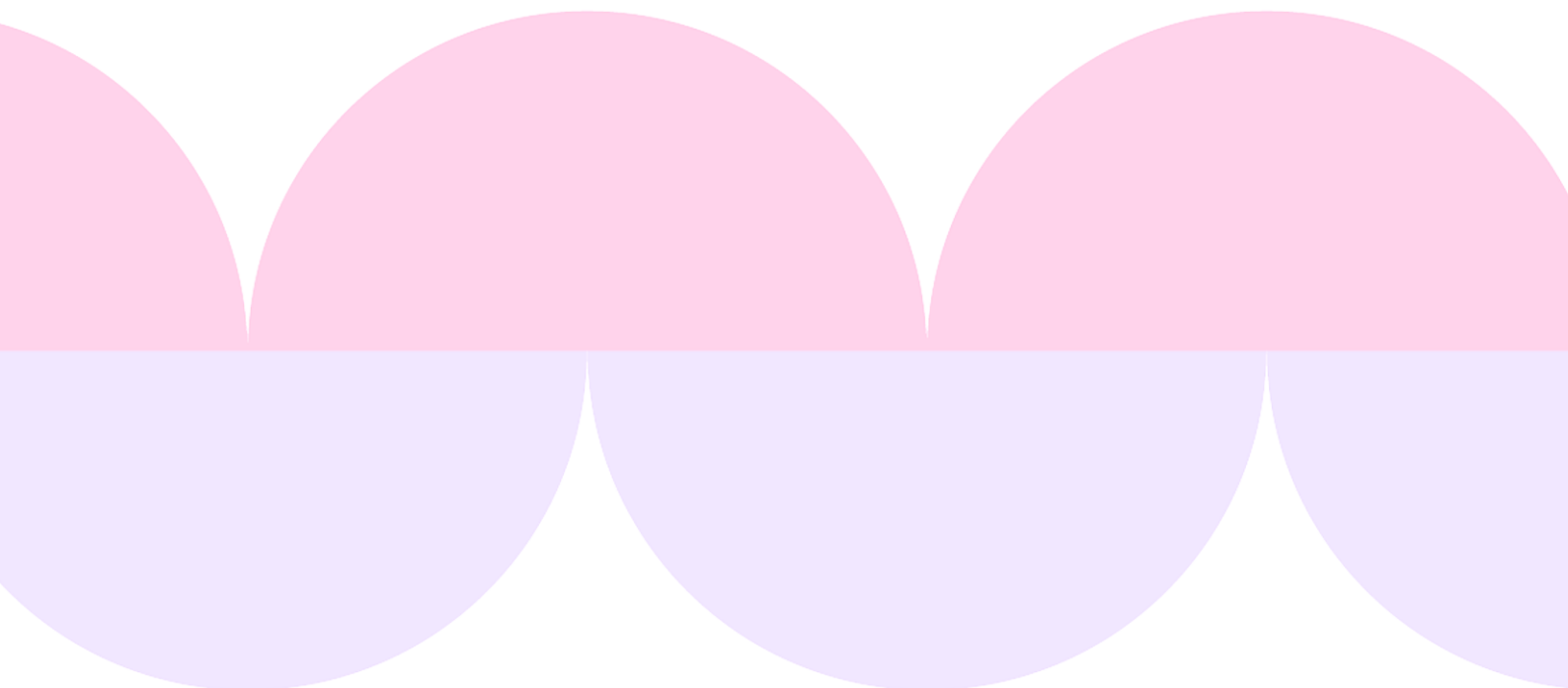
Visions and Values

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Letter from the CEO

Dear Applicant,

Thank you for expressing your interest in the position of Trust IT Manager for Inspire Academy Movement. We are thrilled by your consideration as we believe this role offers an exciting chance to make a significant impact to Trust's ICT systems and services.

Inspire Academy Movement became a multi-academy trust in September 2023, having successfully run as a federation for several years. We currently have three primary schools within the Trust, with a fourth primary school to join us in September 2024.

I hope that you find the following information useful. To apply for the role please complete the application form and send together with a letter of application, outlining how your skills and experience will enable you to be successful in this role.

Please submit to Lisa Paulden, HR Manager, at lpaulden@inspiream.org.uk.

We eagerly anticipate the possibility of welcoming you to Inspire Academy Movement.

Yours sincerely,

Liz Mitchell

CEO

Inspire Academy Movement



About Inspire Academy Movement

Inspire Academy Movement are a forward thinking group of schools that joined together to create exciting and engaging learning opportunities for staff and pupils.

Our current collaboration was started in 2018, when Seal CE Primary and Four Elms Primary came together in order to enhance leadership capacity and whole school impact. Very quickly the governors of both schools saw the value in the opportunities collaborative working provided, including improving the quality of provision, pupil progress and the development of a highly motivated workforce with shared values. As a result, the Inspire Federation was formed.

On 1st September 2023, we became the Inspire Academy Movement; this will now allow other schools with similar values to join us.

Inspire Academy Movement is a mixed faith Multi Academy Trust, welcoming all schools, including VA, VC and non faith. Inclusiveness is key to our success and our values, vision and ethos allow all within Inspire to thrive.

Community is a core value that drives our team. We strive to create one of which every member feels they belong, no matter who they are, whether they are staff, pupil or parent. Schools within Inspire are active members of their own communities; it is important to remember that schools are often the hub of a community and can be the thing that brings them together.

Parents are encouraged to become part of each school community. By engaging parents and carers in school life, they in turn invest in their child's education, creating the best outcomes for all.

Staff development and support is integral to our success. Our project teams are involved in research and development, and as such, have gained local and national recognition for their innovative practice and outcomes. Our curriculum model is implemented and endorses our aim to equip each individual with the skills, knowledge and understanding necessary to lead fulfilled lives in an ever changing world.

The Inspire team have created a community of learners that want to make a difference to themselves and those around them.

Our highly successful collaboration recognises that all schools have their own distinctiveness and ethos and are recognised, cherished and nurtured as part of the Inspire Academy Movement.



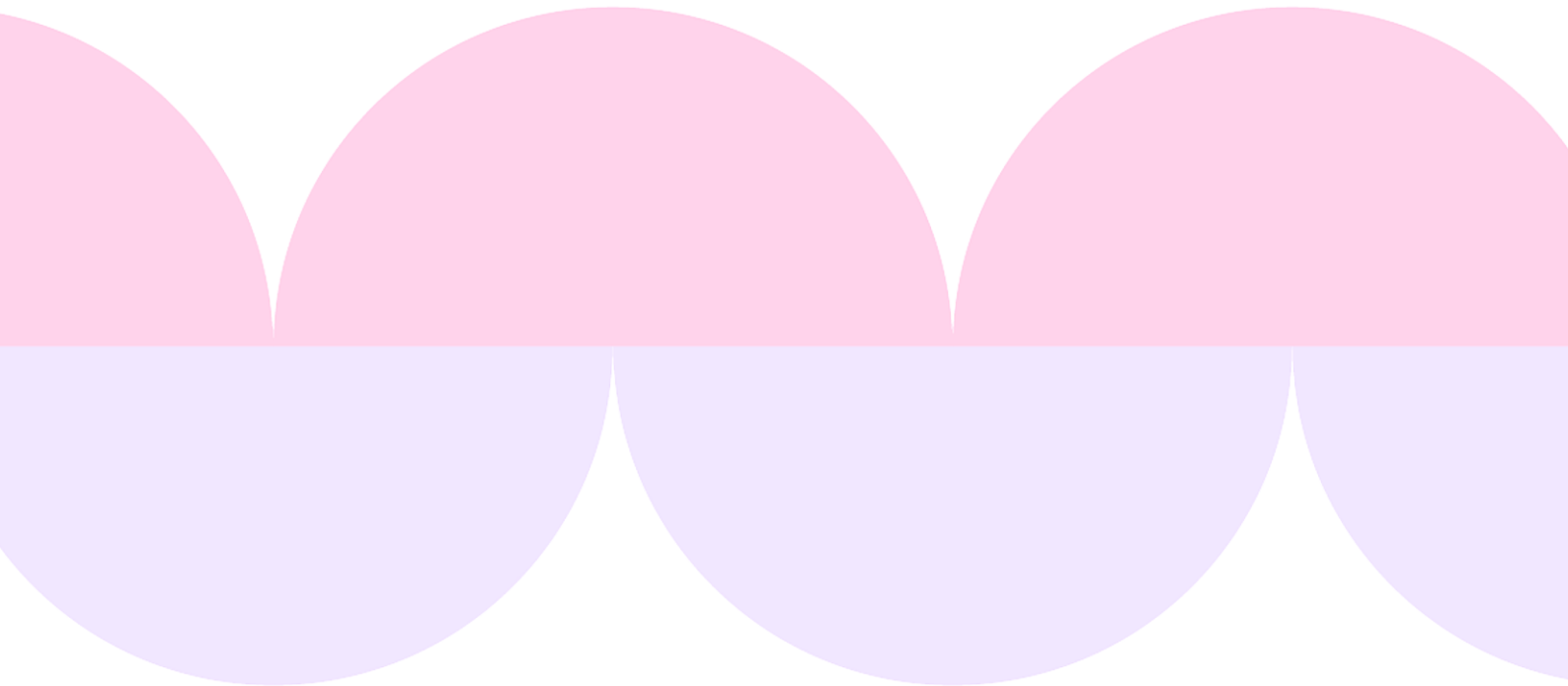
Visions and Values

Equipping each individual with skills, knowledge and understanding to lead fulfilled lives.

The Inspire Academy Movement provides opportunities for all, whether in a school of faith or of none. We offer an environment of inclusiveness, respect and compassion where everyone is supported in developing and nurturing skills that enable individuals to grow.

Innovation and collaboration empower us to offer the very best experiences that allow us to thrive and fulfil our aspirations.

Inspire is dedicated to growth, not only that of those within, but welcoming new schools to our community.





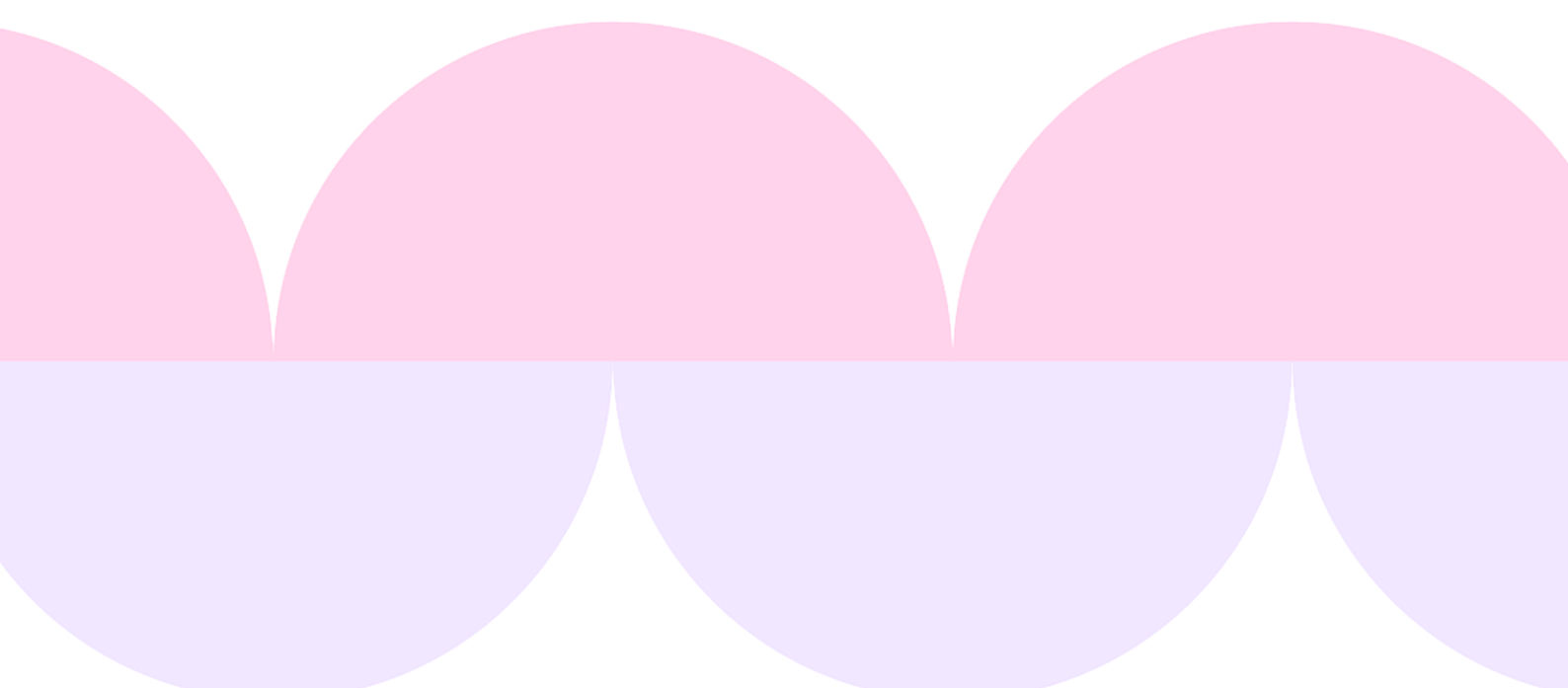
Role description

The Boards of Directors at Inspire Academy Movement are seeking to appoint an enthusiastic, hardworking and motivated IT Manager who will manage, monitor and deliver IT support services to staff and pupils across the schools and Trust.

Inspire Academy Movement currently supports three primary schools, with a fourth primary school joining us in September 2024. The Trust currently educates over 900 pupils and employs over 165 staff.

The successful candidate will maintain an ICT infrastructure that is secure, reliable, robust and resilient and supports all aspects of teaching and learning, along with operational and administrative support, across all schools within the Trust. The successful candidate will bring new ideas, update systems and modernise the IT across the Trust. The IT Manager will be managing the data network, IT infrastructure and telecommunication systems while implementing GDPR and cyber security requirements.

As a newly formed Multi Academy Trust, this role is a fantastic opportunity for an experienced IT Manager to join us on our exciting journey.





Job description

Salary £42,000 per annum

Hours 37.5 hours per week

Pension Local Government Pension Scheme

Location Multisite with base location to be decided

Job Purpose

- To lead on the management and support of the ICT systems and services within the Trust's schools.
- To manage and maintain the Trust's cyber security and manage incident responses.
- To be an active member of the Central Team, to develop technological strategy and policy.
- To advise on and support the development of ICT use in school curricular and administrative functions.
- To ensure that schools are compliant with all current legislation and best practice principles.
- To manage the ICT Maintenance, Hardware and Licensing budgets for schools within the Trust.
- To work closely with School Leadership Teams to understand local curriculum and demographic needs.
- To be professionally active in the wider educational and technological community.

Systems management

- Troubleshoot systems as required, including servers, telecommunications and switching infrastructure to effectively sustain operational activities.
- To provide an efficient ICT support service to all staff and pupils.
- To ensure maintenance of the Trust's ICT Asset Register.
- To play an active role in keeping all necessary documentation and guidance up to date in accordance with GDPR.
- To oversee the development and continuity of Trust and school websites.
- To provide advanced technical support, including ensuring security of hardware, maintaining back-up systems and working with suppliers and engineers to purchase and install new systems.
- To contribute to the management and of the central service monitoring system.
- To deal with patch management for upgrades etc.

Strategic planning and new technologies

- To prepare management information and advice for school Leadership Teams, the Trust's Central Team, the Trust Board and other appropriate stakeholders on matters of ICT development, staffing and funding, as coordinated by the CEO.
- To lead on cross-site and Trust-wide projects, as coordinated by the CEO.
- To prepare action plans for the development of curriculum and administrative ICT use.
- To engage in procurement exercises in accordance with wider strategy.
- To develop networking infrastructure and ensure sound ability to utilise new technologies and pedagogy, in accordance with wider strategy.
- To keep abreast of technological developments and raise those which would bring benefit with the schools and Central Team.

Development of the use of ICT in the curriculum and administration

- To advise and support on the implementation of ICT in the curriculum.
- To advise and support on the development of ICT use within school administration processes.
- To liaise with appropriate third parties who provide systems and services to the school.
- To evaluate and control the use of software on school systems.
- To ensure suitable support is available to staff and students.
- To ensure that appropriate training is available to staff, as well as trainee teachers and volunteers, where appropriate, such that they are familiar with their school's ICT facilities and are able to make full use of them, within their remit.
- To communicate developments to staff
- To participate as a member of staff within the Central Team, supporting initiatives and objectives.

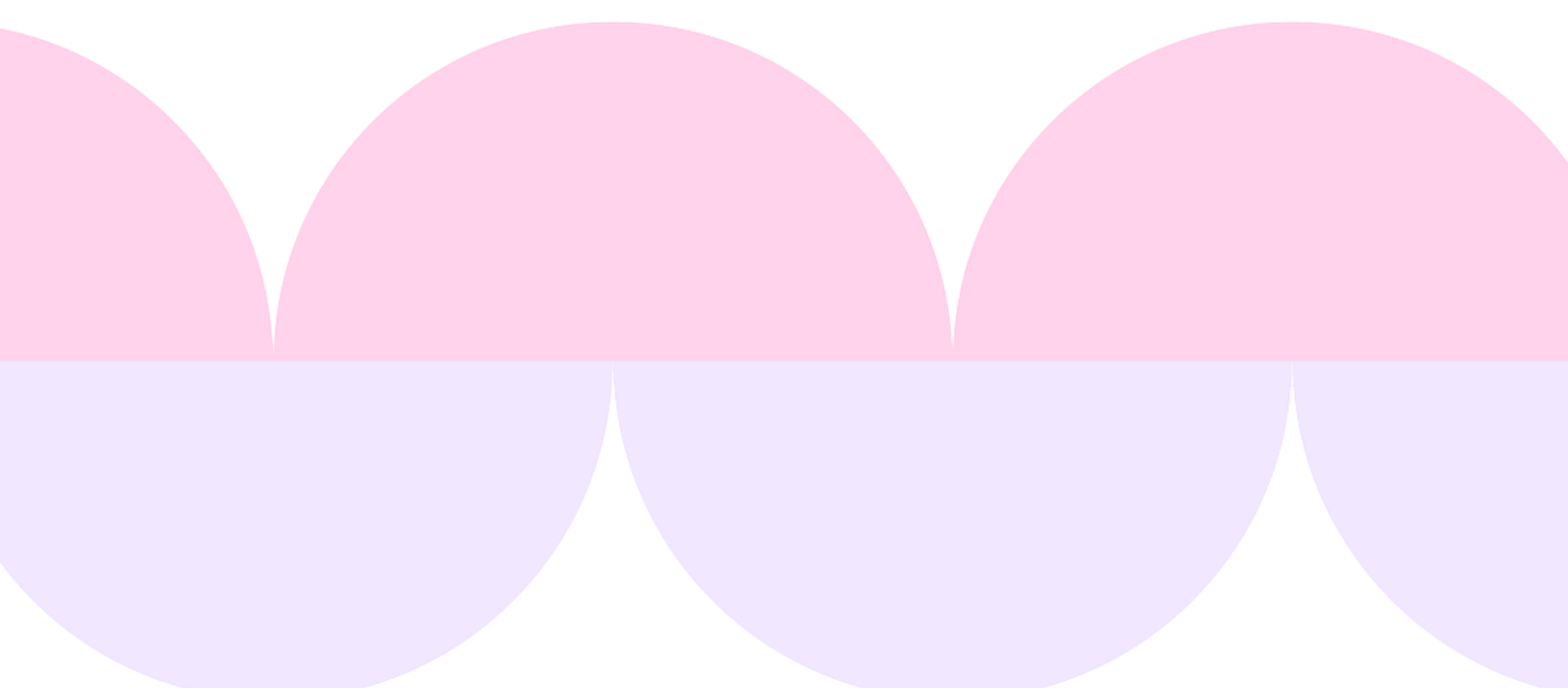
To ensure compliance with all legislation and best practice principles

- To ensure that schools comply with Health & Safety legislation in relation to ICT hardware and use.
- To ensure that the schools are acting responsibly and legally with respect to copyright, computer misuse and data protection (GDPR) and to support the Senior Leadership Team and CEO in the process of monitoring student ICT use



Budget management and planning

- To manage the ICT Maintenance, Hardware, Licensing and other associated budgets.
- To ensure the ICT Licensing log is kept up to date.
- To support and advise all stakeholders in achieving the best value in ICT expenditure.

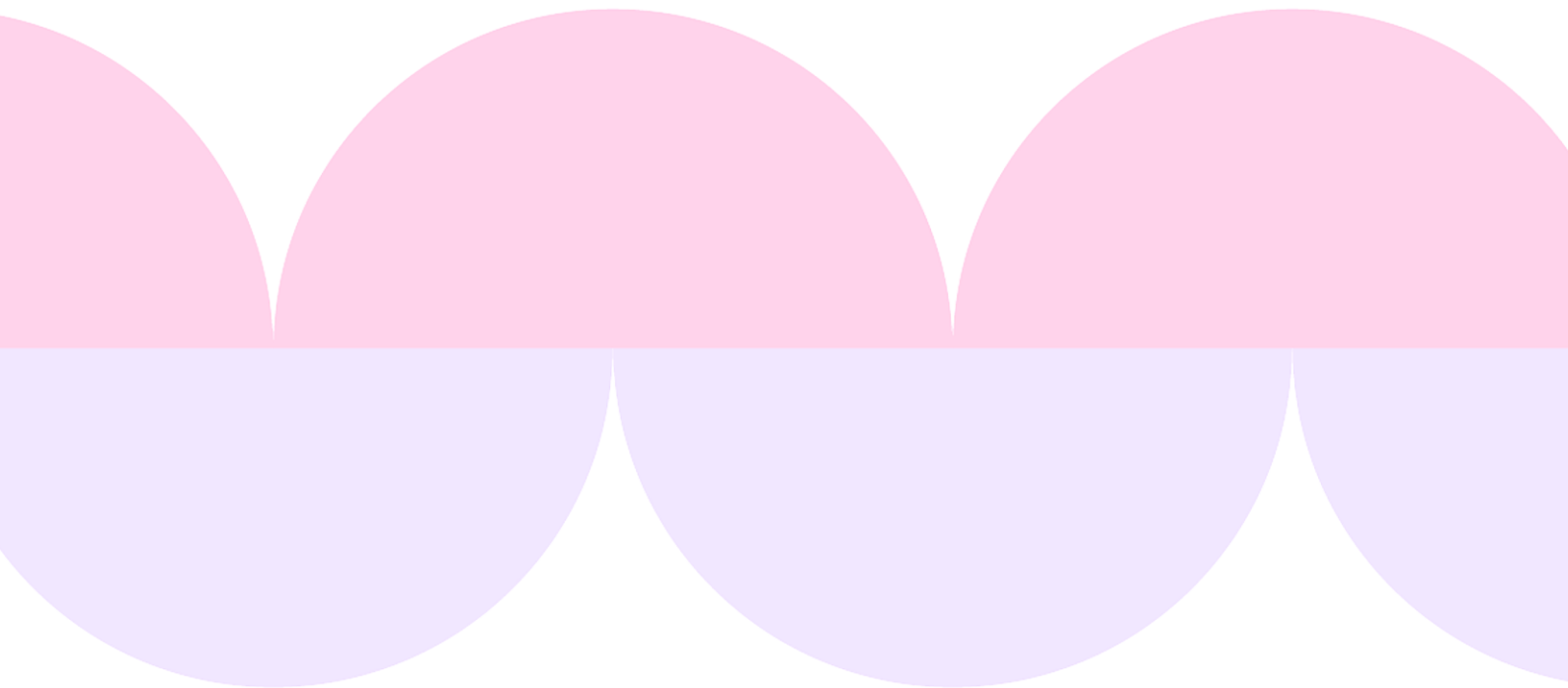


Personal specification

	Essential	Desirable
Education	<p>Educated to GCSE level with a good standard of general education</p> <p>GCSE grade C+/4+ in English and Maths</p>	<p>CompTIA A+ Certification</p> <p>MSCE, MCSA or MCITP</p> <p>A recognised IT qualification (Microsoft, CISCO)</p> <p>Office 365 administration</p>
Experience and Knowledge	<p>Working in a technical support role</p> <p>In-depth knowledge of ICT hardware, software, networking and cloud technologies</p> <p>Network design, subnets, VLANs, switching and IP</p> <p>Wireless networking</p> <p>Azure/Intune knowledge</p> <p>Firewalls and network security</p> <p>Management and deployment of Server 2016/2019</p> <p>Windows 10</p> <p>Windows Deployment Services</p> <p>Windows Domain management and topology</p>	<p>Working in a school or education context</p> <p>Office 365 experience</p> <p>Working with MIS systems ie Bromcom/Sims/Arbor</p> <p>An aptitude for web-based programming and development,</p> <p>Microsoft Hyper-V virtualisation</p> <p>Access Control and CCTV systems management</p> <p>Experience in setting up and managing a Sharepoint Site</p>
Professional Qualities	<p>Organisational skills in relation to systems, users and equipment</p> <p>Accurate and methodical record keeping</p> <p>Ability to work independently and collaboratively with colleagues</p> <p>Good communication skills, including the ability to patiently</p>	

	<p>support and advise non-expert colleagues</p> <p>Ability and willingness to learn new skills</p> <p>Flexibility in relation to tasks carried out within broad remit</p> <p>Ability to reliably maintain confidentiality</p> <p>An interest in education</p> <p>Commitment to the ongoing development of ICT provision in schools</p> <p>To be able to lead and take responsibility for projects</p> <p>Willingness to work within established frameworks</p> <p>Proven ability to lead and manage a team, including demonstrating appropriate skills and behaviour</p> <p>Ability to train, teach and demonstrate skills to colleagues</p>	
<p>Personal Qualities</p>	<p>A commitment to safeguarding the welfare of children</p> <p>Ability to prioritise and manage time effectively</p> <p>Problem-solving skills and initiative</p> <p>Energy and enthusiasm</p> <p>Pleasant, polite and friendly</p> <p>Confident</p> <p>Adaptable</p> <p>Resilient and demonstrable ability to work well under pressure</p> <p>Excellent attendance and punctuality</p>	

	<p>A liking and respect for young people</p> <p>Commitment to personal and professional development</p> <p>Appropriate professional relationship with colleagues and children</p> <p>Organised and efficient</p> <p>Empathetic</p>	
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Application process

Please contact Lisa Paulden, lpaulden@inspiream.org.uk or call 01732 762388 to arrange an informal conversation about the role.

All applications must include a letter of application against the job description and person specification, along with the completed application form.

Closing date for applications: Monday 24th June 2024

Interviews to be held: Wednesday 3rd & Thursday 4th July 2024

All applicants need to have the Right to Work in the UK to be considered for this role.

Inspire Academy Movement is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service.

