

## Candidate Information

ICT Manager

Central Team

The Diocese of Coventry Multi Academy Trust

# About the Multi Academy Trust



## The trust

The Diocese of Coventry Multi Academy Trust academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

## Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

## Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

## About the Role

The trust is looking to appoint an inspirational and highly effective ICT Manager who is committed to supporting academies to educational excellence and further develop the distinctive Christian character of educational provision and the school community.

The role has come about as a result of organisational growth and anticipated future growth, and recognizing the positive impact such a role can have on the academies within the Trust.

Based centrally, you will work with a number of academies, based in one of the academies in the north of Coventry/Warwickshire.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £35k - £45k per annum depending on experience
- A 37 hour working week
- Eligibility to join the Local Government Pension Scheme

## Applications

Thank you for your interest in this post. Candidates with questions about this role can learn more by contacting Louise Beale via email [louise.beale@covmat.org](mailto:louise.beale@covmat.org)

Please note the closing date for applications is 17<sup>th</sup> June 2022. Completed applications and supporting documents should be sent via email to [hr@covmat.org](mailto:hr@covmat.org)

Interviews are expected to take place on 24<sup>th</sup> June 2022.

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan trust and a model of good practice by the Department for Education in 2016, the trust is now home to eighteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest multi academy trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an "excellent" judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, CEO**

# Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

**April Gold, Diocesan Director of Education**

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

**Bishop Christopher**

## **The distinctiveness and effectiveness as a Church of England school are outstanding**

The excellent care and nurture by all staff to enable every child to reach their potential reflects the school's core faith values.

Collective worship is central to the life of the school and because of its relevance supports both children and adults in their faith journeys.

Religious education (RE) contributes effectively to the spiritual, moral, social and cultural development of each child.

Dedicated Christian leadership by staff and governors inspires every person in school to aspire to be the best they can be.

**SIAMS Inspection, 6 July 2015, grade: Outstanding**



# Our Academies



**St Laurence's CofE Academy**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**All Saints Bedworth CofE Academy**  
The Priors, off Mitchell Road



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



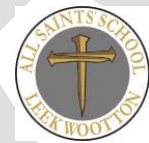
**Leamington Hastings CofE Academy**, Birdingbury Road Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



# Trust ICT Manager

## Job Description

### KEY PURPOSE

The Diocese of Coventry Multi Academy Trust are looking to appoint a Trust ICT Manager to lead, manage, and monitor the delivery and smooth running of ICT services across the Trust and its academies, including implementing a Trust wide ICT strategy and development of good ICT standards across the Trust in terms of software, hardware, remote working/learning, information security and safeguarding of both users and data.

### ACCOUNTABILITIES

The appointee will be line managed by the Head of Operations and Compliance and may have line management responsibility for ICT staff in a number of academies.

### JOB DESCRIPTION AND ROLE PROFILE

- To oversee the planning, development and ongoing management of trust-wide IT service solutions, in line with the Trust ICT Strategy, and to enable the delivery of remote and integrated systems management whilst supporting the ongoing development of teaching and learning and digital strategies across the Trust and its schools.
- Ensure the ICT provision on site is fit for purpose for the needs of each academy, within the guidelines of the trust-wide ICT Strategy.
- To manage and influence Trust wide support partners. To secure, monitor and manage appropriate service contracts.
- To coach, develop and line manage IT services staff to ensure excellence is achieved through collaboration.
- Identify training requirements and provide opportunities for necessary training for team members and/or Trust staff.
- With the support from the Leadership team, to ensure compliance with all statutory regulations concerning the maintenance and management of the Trust's IT and network services, including information security and data protection.
- To ensure that the trust-wide IT services provision remains available and accessible to users whilst complying with all relevant legislation including data protection.
- To initiate, implement, monitor and review trust-wide policies and procedures in relation to ICT.
- To market and maintain strategic oversight of the Trust's IT services offer to partners/future partner schools.

- Ensure best value in the acquisition of supplies and services through effective procurement and tendering.
- Advise schools on what technology to use to meet the requirements of the ICT Strategy.
- Due diligence and ICT audits for schools joining the Trust.

### Corporate Responsibilities

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- As the Trust grows, ensure that the business, compliance and operating models provide best value for money.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

### Other

- Working in collaboration with the Trust Central Team and all Trust staff as appropriate.
- Developing and maintaining strong relationships with Leadership teams.
- Covering for absent colleagues and undertaking other duties commensurate with the grade.
- Willingness to travel to any Academy within the Trust as required.
- Maintaining knowledge and skills in appropriate technology and undertake any training as necessary.
- Safeguarding and promoting the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.
- The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust the ICT Manager will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:



- Building a trust culture which takes account of the Church Foundation and the richness and diversity of the school's communities
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the trust's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

This trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

### **The trust will ensure that:**

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the trust reserves the right to alter the content of this job description, after consultation with the post-

holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Experience						
1	A bachelor's degree in computer science or related subjects, or equivalent experience	✓		✓		
2	An understanding of networks, including technologies such as LAN/WLAN/VPN, protocols such as TCP/IP and firewalls, hardware such as servers/routers; Experience in Windows network administration and debugging common network problems		✓			
3	Good knowledge of install/update/maintain software in desktop computers and peripherals, demonstrated experience in software licence management.	✓				
4	Good general understanding of web/mobile technologies, working knowledge of Cloud services.		✓			
5	Evidence of on-going training relevant to the role		✓	✓		
6	Experience in the design and implementation of an organisational IT network		✓	✓	✓	
7	Experience of devising and establishing a safe, data protection compliant, IT and networking solution in an educational context		✓	✓	✓	
8	Experience of leading a successful team in a customer-facing IT role	✓		✓	✓	
9	Experience of working with senior stakeholders to develop strong operational understanding	✓		✓	✓	
10	Experience of working successfully under pressure and in a customer service related environment	✓		✓	✓	
11	Evidence of successful multi-site integration and network management		✓	✓	✓	
12	Evidence of achieving successful organizational change through the implementing of networking solutions		✓	✓	✓	
13	Strong project management, planning and development experience		✓	✓	✓	
14	Experience of handling commercial contracts and contractors	✓		✓	✓	
15	Experience of financial planning and budget management	✓		✓	✓	
16	Experience and knowledge of school/academy operations	✓		✓	✓	
17	Practical and successful experience of performance evaluation and management		✓	✓	✓	
18	Strong track record of successful leadership		✓	✓	✓	

Skills and Knowledge						
1	Flexible approach to work as well as good organisational and communication skills	✓		✓	✓	
2	Ability to work collaboratively and effectively within a team environment	✓		✓	✓	
3	Ability to communicate clearly with all stakeholders with different levels of technical backgrounds	✓		✓	✓	
4	Ability to work independently and show initiative	✓		✓	✓	
5	Ability to work proactively, plan, organise, optimise resources and complete targets within agreed timescales, some times under pressure	✓		✓	✓	
6	A friendly, approachable and non-confrontational manner combined with an ability to be firm	✓		✓	✓	
7	Able to engage and communicate effectively with a range of stakeholders, building relationships and modifying style as appropriate to the audience	✓		✓	✓	
8	Ability and willingness to hold others to account for their performance	✓		✓	✓	
9	Successful experience in developing initiatives and managing complex changes across schools		✓	✓	✓	
10	Ability to manage in-house maintenance / compliance requirements wherever possible, thereby avoiding unnecessary expenditure		✓	✓	✓	
11	Evidence of achieving costs-savings through successful re-organisation of hardware and systems		✓	✓	✓	
Personal Qualities						
1	Professional approach	✓		✓	✓	
2	The ability to react and respond to new initiatives and a changing environment	✓		✓	✓	
3	Enthusiastic and ambitious with a creative and positive mind-set, energy, charisma and ability to manage multiple activities	✓		✓	✓	
4	Ability to find innovative solutions to complex problems	✓		✓	✓	
5	Acts as an ambassador for the Trust at all times with the authority to command the respect of current and prospective Heads and senior stakeholders, as well as liaising sensitively with colleagues, students, pupils, parents and carers and external stakeholders	✓		✓	✓	
6	Personal strength of character through transparency, integrity and fairness	✓		✓	✓	
7	Resilient attitude with the ability to learn from criticism/failure	✓		✓	✓	
8	Ability to create a working environment in which people work hard and enjoy being part of the team	✓		✓	✓	
9	The ability to develop and deliver strategy combined with the willingness to work operationally			✓	✓	
10	Ability to coach and develop others to build a more successful team		✓	✓	✓	
Other						
1	A commitment to uphold and promote equality of opportunity	✓		✓	✓	
2	Demonstrates an understanding of Safeguarding issues relevant to the post	✓		✓	✓	
3	Have a willingness to demonstrate commitment to the Christian values and behaviours which flow from the Trust ethos	✓		✓	✓	

4	A deep commitment to the vision, values and aims of the Trust	✓		✓	✓	
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I \_\_\_\_\_ **(name)** hereby confirm that I have received a copy of the Job Description for the post of **ICT Manager**.

Signed .....

Date .....

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