

Holy Cross Catholic Multi-Academy Company



Achieving together in faith

Information Technology, Communication and Compliance Manager

Application Pack

April/May 2021





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Dear Candidate

Thank you for your interest in the position of **Information Technology, Communication and Compliance Manager** at Holy Cross Catholic Multi Academy Company (MAC). We hope the information provided will encourage you to seriously consider becoming part of our Multi Academy Company.

Holy Cross MAC was formed in September 2019 when 5 catholic primary and 2 catholic secondary schools in Coventry joined together. The Holy Cross Catholic MAC has over 4,000 pupils and employs over 450 staff across our seven schools – all of which are very popular and highly successful.

The Directors of the Holy Cross Catholic MAC are seeking to appoint an Information Technology, Communication and Compliance Manager to support the further development and growth of the MAC, with effect from September 2021. This is a new role within our MAC and the successful candidate will join the Holy Cross Catholic MAC at a very exciting time as we implement our MAC-wide Strategic Plan for IT. Working closely with the central team and leaders within each school, you will have considerable influence on the implementation and operation of the IT strategic plan. This role is an exciting opportunity to make a real difference to the education of young people and the working lives of the adults within Holy Cross Catholic MAC.

We wish to appoint someone who is an innovative and inspirational leader, self-motivated and ambitious. The successful candidate will support the implementation of the vision of the MAC and will bring a strong track record of improvement, actively embracing working closely and collaboratively with the Directors, Local Governing Bodies, the MAC Central Team and school staff and pupils to develop outstanding IT provision and support for all schools.

To the right candidate, this post will be an extremely rewarding experience, an opportunity to really make a difference and to lead the MAC into the next exciting phase of its development.

For further details about the schools please visit the Holy Cross MAC website
<https://www.hcmac.co.uk>

Application forms and details regarding the post are available from Holy Cross Catholic MAC website at <https://www.hcmac.co.uk>. To discuss the vacancy informally please contact Marina Kelly (Catholic Senior Executive Leader) by email: marina.kelly@hcmac.co.uk.

We look forward to receiving your application.

Yours faithfully

John Teahan
Chair of the Board of Directors





Holy Cross Catholic MAC

Motto

Achieving Together in Faith.

Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

Aims:

- H High aspirations for all
- O Outstanding education - To create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance
- L Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do
- Y Young people – who are resilient and make a positive contribution to their diverse and changing communities
- C Community - strengthening and nurturing the Catholic life of our schools
- R Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community
- O Optimising our resources to realise best-value by sharing assets and using economies of scale
- S Standards - To maintain the highest quality of Catholic education by ensuring accountability at all levels
- S Service to God by serving others in our school and local communities and national and international communities in need.





A MESSAGE FROM THE CATHOLIC SENIOR EXECUTIVE LEADER

Marina Kelly

Thank you for your interest in joining Holy Cross Catholic Multi Academy Company, formed in September 2019 when five catholic primary schools and 2 Catholic secondary schools in Coventry joined together, Holy Cross Catholic MAC is founded on our shared Gospel values of compassion, integrity and service to others. In addition we are united by our city and are proud to work in a city that is recognized internationally for its work on peace and reconciliation. These values underpin our strategic plans and are demonstrated in our daily operations as we work to improve the educational outcomes for our children and young people, support their pastoral needs by working closely with their families and live out our faith through charitable commitment to our communities. Our family of schools is committed to working together to provide the highest quality of Catholic education to the communities we serve. Furthermore, we seek to secure an ethos of, respect and love in which children, young people and adults alike can fulfil their potential as children of God.

We welcome applications from professionals who are committed to this vision. We create opportunities for staff to deepen their own personal faith and spirituality. We nurture a culture of rich and inclusive Catholic life both within our schools and in our families and local parishes. It is a privilege to serve this vibrant, faith filled learning community as the Catholic Senior Executive Lead. Along with the dedicated Central MAC team, we are working together to shape this new educational landscape to secure and protect Catholic education for generations to come. I am committed to creating an inspirational and inclusive organisation, which provides opportunities for all to develop, grow and improve.

I look forward to welcoming new colleagues and all they may contribute to our schools "Achieving together in Faith".





Holy Cross MAC Central Team

The Holy Cross MAC has a small Central Team Including:

Chief Finance and Operating Officer:	Martyn Alcott
Finance Manager:	Debbie Hetherington
Finance and Admin Officer:	Carrie Page
Project Manager:	Jocelyn Parry

The team work together to ensure that our finance and compliance strategies support the educational aims and objectives of the MAC. With a wealth of experience, we provide essential services to all academies within the MAC and work together on shared projects. This allows our senior leaders across the MAC to focus on providing the best outcomes to their pupils.

Currently IT support is in-house at the two secondary schools and is outsourced at the primary schools. This provision will be managed under the leadership of the successful candidate with possible expansion opportunities in the future.

Our central finance team provides comprehensive support to our schools in areas of budgeting, purchasing, invoicing and payroll. The finance team also provides regular financial reporting to individual schools and the MAC Board, supports academies with capital investment spending and manages all ESFA returns.





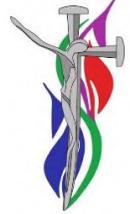
Holy Cross Catholic MAC

Our Schools





Bishop Ullathorne Secondary School



At Bishop Ullathorne Catholic School, we recognise the uniqueness of each child and the need to build upon the firm family Catholic values established in the home and in our partner primary schools. Our mission as a Catholic school is to be an active Christian community of love and service where all feel they belong and are valued. We believe strongly that each child has a right to excellence and to be actively encouraged to be the person God wants them to be.

Working together, we enable our students to recognise and to have confidence in their own abilities. It is important to us to raise the aspirations of each of our students and provide them with the love and support to grow as the very special person that they are. We focus on rounded development: spiritually, morally, socially, physically and academically. Every member of our school community is valued and their sense of belonging is paramount. Whilst great emphasis is placed on each student's academic achievement, we also foster traditional values. Our students' sense of belonging at school contributes to our sense of community in a happy supportive atmosphere. Hard working, caring and sympathetic staff work in partnership with parents to ensure that every child's secondary school career is enjoyable and successful.

Our outstanding Catholic school has a long-standing record of high quality education and academic excellence. Student achievement is a continued strength at both key stage 4 and key stage 5. All progress and attainment measures significantly exceed the national averages. Each member of our school community is highly valued.

We are guided daily through our own expectations, known as the Ullathorne Way. This calls us to be:

- Compassionate
- Faith filled and Prophetic
- Attentive
- Eloquent
- Curious and Wise
- Grateful



Only by extolling these virtues can we show the love of Christ in our daily actions and grow to be our true self.





Cardinal Newman Secondary School



Our school is named after one of England's foremost Catholics, the Blessed John Henry Newman and we are very proud to be associated with his love of learning and his strong commitment to providing the best pastoral support for those in his care.

Our mission statement "Knowledge through the light of faith" is at the heart of all we do and we endeavour to make known to every student that they are made for greatness because they are a child of God and are uniquely created and loved by God.

Every student is called to live out the gospel values by loving God, others and themselves and by being prepared to always do their best and be the best person they can be.



We insist on the highest standards of behaviour, uniform, attitude to learning and respect for one another and the environment. By providing a traditional, yet broad and balanced curriculum for all our students regardless of ability and background, we are able to recognise and develop individual talents and interests including academic, creative and sporting provision that is appropriate for every child from our special needs students to our Oxbridge applicants. We also have a varied extra-curricular activities

programme that includes a wide variety of clubs as well as day and residential visits to enhance each student's learning experience.

We are blessed to have an amazing staff who work tirelessly for our students so that they are given every opportunity to fulfil their true potential and we pride ourselves on excellent relationships, where we work together to form a happy, loving and caring community, based on clear boundaries, accepted values and high expectations.

We are very proud of our successes and our GCSE results in 2018 placed us as one of the highest performing secondary schools in both the Diocese and Coventry Local Authority. As we prepare for the 50th anniversary of the opening of our wonderful school in September 1969 we are determined to continue to improve to meet the needs of our students in an ever-changing world and we are confident that we will achieve our vision, which is simple: to become an outstanding catholic school in all we do.

At Cardinal Newman we want for our students exactly what you want as parents – the best and nothing but the best.





Christ the King Catholic Primary School



Christ the King Catholic Primary School provides an excellent, Christ centred education through inspirational teaching and empowerment of all pupils to reach their full potential spiritually, intellectually, physically, socially and morally, in a happy, caring, stimulating environment promoting self-esteem and confidence. Our school offers all-through primary education for 420 pupils, complemented by 52 nursery places.



Our teaching philosophy is centred on an environment of mutual respect where the staff, the pupils and the whole community work together for the common aim of educating to achieve the highest standards of competence and ability and to be responsible and worthy citizens of the world.

The diverse backgrounds represented by our pupils and staff contribute to a rich learning environment where the communication of knowledge is informed by professional expertise and personal experience. A differentiated teaching programme delivers the curriculum at the rate appropriate to the individual child.

We aim to develop and extend every pupil to enable them to achieve their full potential, irrespective of academic ability or social background. Our curriculum encompasses the widest range of concepts, attitudes, skills, responsibilities and cross-curricular issues relevant to a pupil's life in its widest perspective.



The school offers a wide range of sporting and artistic activities to complement the core academic expectations of the National Curriculum.

Our pupils make excellent academic progress, and impressive results are achieved on the sports field and in the arts arena.





St Augustine's Catholic Primary School



St Augustine's Catholic Primary is located in the heart of Radford in Coventry. We are a happy and vibrant two form of entry school with a Nursery. As a school we aim to work in partnership with parents, guardians, the parish and the Academy family of schools to support our children and families on their journey of Faith. As part of the family of God we work hand in hand.

'To listen to God's call, to learn from God's word and to share God's love through service.'



Our extensive grounds include a Forest School site which is used to develop a range of skills with pupils, a Thrive nurture room, a sports Muga and counselling facilities.

Our staff here are committed to working together to support our children to be the best they can be spiritually, morally, academically, mentally and physically. We aim to provide a broad and balanced curriculum that will both engage and educate our pupils shaping them into caring future disciples and knowledgeable, responsible citizens.





St Elizabeth's Catholic Primary School



St Elizabeth's is truly a special place, a happy place where staff, parents, governors and children work in harmony together. The school has developed an individual identity since its creation over 100 years ago which combines the best of traditional educational values with a modern vibrant vision.

At St Elizabeth's we pride ourselves on celebrating the cultural diversity of our locality. We are a school community in which all children are welcomed and valued as unique members of God's family, a family of different faiths and backgrounds living, loving and learning together joyfully following in the footsteps of Jesus Christ.



Central to our philosophy are the values and virtues Christ taught us through the Gospels, these values run through every aspect of school life like a golden thread, intertwined and bound throughout all of our relationships and the experiences we provide for our children. Our reliance on these values ensures the spiritual formation of every member of our school family.

We aim to provide a rich and diverse curriculum that develops our children morally and socially as well as academically. Children leave St Elizabeth's as faithful, aspirational, responsible and resilient young people ready to make positive contributions to the wider communities in which they live.

At St Elizabeth's we take enormous pride in knowing all of our children and families very well. We are fully committed to ensuring that each child is offered the finest start to their education in a stimulating, caring and loving environment, an environment which influences a lifelong love of learning and one in which our children thrive and live life to the full.





St John Vianney Catholic Primary School



Welcome to St John Vianney where Christ is at the centre of everything we do. We have one school rule which is:

Love one another as I have loved you

We strive to promote the values of our Christian faith throughout our daily life. We provide a religious syllabus, which develops our children's knowledge and understanding of our faith. However, more important to this school are those values, which we try to relate to all the aspects of our life within the faith community of St John Vianney Parish.



St John Vianney is a happy and caring school where every child is known and loved. We seek to challenge and support all our children and make them excellent citizens of the future, knowing how important it is to do their best and care for those around them.

We are conscious of the necessity to provide our pupils with a broad and balanced curriculum and constantly review and evaluate the achievements of the school. Our curriculum is exciting and engaging, aiming to bring the humanities alive through first - hand experience wherever possible. We aim to provide both high academic and non- academic standards, a good faith basis and involvement in the wider community. Moreover, developing the whole child by enabling them to acquire knowledge, appreciate their creative abilities and master the challenges of physical education and sport.



St John Vianney School strives to achieve its aims through a strong partnership between governors, staff, children, parents and Parish. Most of our governors are parents or past parents and members of our Church community. We believe that this improves the level of co-operation and the sense of shared commitment and responsibility. We believe that we can only achieve the best for your child by close co-operation between home and school. Without the involvement of parents, our task is that much more difficult and less enjoyable. We hope that parents will take a close interest in what their children are doing in school and will encourage learning and its importance in later life.

It is our view that Primary School years lay the foundations for a lifetime of learning and work hard to cultivate the fundamental partnership between Home and School by welcoming parents to become involved in their child's education.





St Thomas More Catholic Primary School



St Thomas More's motto is "Learn and Grow as God's Holy People" and this underpins everything we do at the school. We believe that every child should be pushed and supported to achieve their God-given potential and that it is our responsibility to get the best out of all of our students – academically, socially and spiritually. We are a very diverse, multi-ethnic community with a highly inclusive ethos.

Children are happy to come to school here and they thrive on the nurture and support offered. We are situated in a suburban residential area of south Coventry, a 30 minute walk from the city centre, but we draw our children from a much wider catchment area. The school is housed in a modern building which opened in September 2014 and we have very generous grounds which include a large field, allotment, forest school, a pond and a chicken pen.

We are committed to academic excellence and are always keen to innovate, using research-based methods to develop and improve our practices further. We keep our curriculum under constant review so that it is appealing and relevant to our current situation and we place great emphasis on the importance of a consistent approach from Nursery to Year six. Our children's learning experience is very hands-on: an example of this is our maths mastery programme which focuses on underlying mathematical concepts and number sense through the use of manipulatives all the way from Reception to Year 6. We see it as our duty to produce well-mannered, respectful and motivated young people and our behaviour and discipline policies are reflective of this. Children leave St Thomas More with all the qualities they need to make a positive contribution to society. We have excellent relationships with



our local parish and the children make good use of the church. Our vocation to Catholic life is evident across the curriculum and throughout the school. Our families are very supportive of our ethos and work well with school leaders to ensure positive outcomes for all. Many parents comment that St Thomas More is like an extension of the family.

The school received a highly positive Ofsted inspection in January 2018 and we aim to build on this as we continue to improve and push ourselves to be the best we can possibly be.





Holy Cross MAC Schools





BENEFITS OF WORKING FOR HOLY CROSS MAC

Leadership and Shared Services Support:

Employees can be reassured that Holy Cross is led by educationalists and an experienced team of professionals. The Central MAC team supports strategic leaders to provide a wide range of high quality services to schools which increasingly enables staff to focus on teaching and outcomes for children and families.

Terms and Conditions:

We believe that our staff should benefit from excellent terms and conditions in return for their commitment to Holy Cross. As such, we are aligned to Catholic Education Service and Coventry City Council employment policies which have been approved by Trade Unions and Professional Organisations. Specific information can be provided on request.

Continuous Service:

Candidates moving from within the public sector without a break in service can be reassured that their continuous service will be honoured by us.

Remuneration & Pension:

Holy Cross values its employees and our Remuneration Policy reflects this. When setting our policy, which is reviewed annually, we take advice from Coventry City Council, the Catholic Education Service, Trade Unions and Professional Organisations. Our current policy may be found on our website www.hcmac.co.uk. We want to support our staff in planning for the future and for teachers joining Holy Cross this means they will be enrolled in the Teacher's Pension Scheme. We have also adopted the Local Government Pension Scheme for our Support Staff, considered to be one of the most competitive pension schemes in the country.

Working Parents:

Every employee is eligible for childcare vouchers. The cost of vouchers is taken from your salary monthly before tax and national insurance contributions which helps families save against the cost of childcare.



ADVERT

Required for September 2021

Job Title: MAC Information Technology, Communication and Compliance Manager (Full time)

Grade: GR9 £43,857 - £49,849

Hours: Full time – 37 hours per week

Responsible to: Chief Finance and Operating Officer (CFOO)

Liaison with: Catholic Senior Executive Leader (CSEL), Directors, Headteachers, External Agencies and Suppliers

The Board of Directors of the Holy Cross Multi Catholic Academy Company are looking to appoint an experienced, ambitious and exceptional leader with a proven track record of success. This is an exciting opportunity for an experienced leader able to strategically lead Information Technology across our 7 schools and MAC Central Team in the next phase of our development.

The successful applicant will be someone who:

- Is committed to and understands Catholic education.
- Is an inspirational leader with a clear vision for the IT.
- Is committed to improving the outcomes for all our pupils.
- Is able to lead, motivate and inspire pupils and staff.
- Has the energy, resilience and determination to succeed.
- Is a creative and strategic thinker, able to see through and sustain initiatives.
- Has excellent communication, organisational and inter-personal skills.

The Holy Cross Catholic MAC Head Office is based on St Augustine's school site, in Radford, Coventry. This is a fantastic opportunity for the right person to help lead IT in the next phase of its development and make a significant contribution to the future success of the MAC. We are located within easy access of all areas of Coventry and commutable from surrounding areas such as Birmingham, Solihull, Leamington Spa and Sutton Coldfield.

For further information or an informal discussion about the post please contact Marina Kelly by email: marina.kelly@hcmac.co.uk

Application forms and details regarding the post are available from Holy Cross Catholic MAC website at <https://www.hcmac.co.uk>



COMPLETED APPLICATION FORMS

Completed application forms should be returned to **Mr John Teahan, Chair of Board of Directors of the Holy Cross Catholic MAC**
c/o Debbie Hetherington, Debbie.hetherington@hcmac.co.uk.

Closing date for applications: 12.00 p.m. 11 May 2021

Shortlisting will take place: 11 May 2021

Interview dates: 21 May 2021

We are committed to safeguarding and promoting the welfare and safety of young people and expect all staff to share this commitment. Offer of a position is subject to receiving satisfactory references and enhanced DBS clearance.



JOB DESCRIPTION

Job Title: MAC Strategic Lead Information Technology, Communication and Compliance (Full time)

Grade: GR9 £43,857 - £49,849

Hours: Full time – 37 hours per week

Responsible to: Chief Finance and Operating Officer (CFOO)

Liaison with: Catholic Senior Executive Leader (CSEL), Directors, Headteachers, External Agencies and Suppliers

KEY ROLE:

This job description is not intended to be a full account of all aspects of the post. A flexible approach to the duties and responsibilities outlined below is expected.

The MAC Strategic Lead ITCC is responsible for:

- Working with the Chief Finance and Operating Officer (CFOO) to develop and maintain high quality ICT provision across the MAC.
- Having oversight of the ICT resources of the MAC and its schools.
- Developing the MAC ICT strategy.
- Providing technical advice.
- Planning for major developments of the ICT service and project managing their implementation.
- Providing ICT support for the MAC Central Establishment
- Developing and maintaining internal and external MAC communication.
- Developing and leading work to develop the MACs presence on social media.
- Supporting the development and delivery of the MAC's marketing and branding plans.
- Developing effective data sharing systems across the MAC.
- Working with the CFOO to monitor statutory testing compliance across the MAC estate to ensure that buildings, other facilities and working practices are safe and comply with legislation.
- Acting as Deputy Data Protection Officer.
- Supporting the CFOO in monitoring Health and Safety compliance across the MAC.



MAIN DUTIES AND RESPONSIBILITIES

Strategic Planning

- Develop medium and long term co-ordinated planning based on the MACs educational objectives to keep the MAC up to date with developments in ICT.
- Develop and project manage ICT strategically across the MAC to achieve a safe and efficient ICT environment for staff and students in liaison with the CFOO.
- In conjunction with the CFOO, define and manage a relevant Service Level Agreement for the MAC.
- Advise the Executive Team on emerging technologies as appropriate.
- Support the full range of financial planning for ICT, through the identification, planning and costing of all future developments and upgrades to achieve best value for the MAC.
- Monitor and review the types and amounts of system use.
- Attend relevant meetings where the ICT service is discussed and input is required.
- eSafety – implement policies and procedures regarding data protection, internet use, email and the security of ICT.

Resource Management

- Support the MAC in ordering, stocking and replenishing ICT consumables.
- Ensure that legal and contractual obligations relating to ICT resources, software licensing, systems and services are met.
- Manage and implement the installation all new computer software as required, enabling the delivery of ICT to all operational areas.
- Ensure adherence to the MAC policy on asset disposal.
- Liaise with external engineers and manage external contracts as appropriate.

Development and maintenance of technical systems

- Ensure all MAC ICT systems are fully operational at all times.
- Advise the Executive Team on the implementation of ICT policies and procedures.
- In liaison with the CFOO, design, implement, monitor and review school procedures for managing and recording installations and configuration changes.
- In liaison with the CFOO, design and implement the network infrastructure to meet the schools' requirements.



- Manage active network components including switches and routers; install additional servers, keep the network operating system up to date and oversee the maintenance of network workstations.
- Perform advanced troubleshooting on PC's, peripherals and applications.
- Advise on compatibility of hardware, applications and operating systems, according to user requirements.
- Support the infrastructure that underpins the MAC's Management Information Systems
- Identify problems and ensure their prompt resolution, advising the CFOO of issues, potential improvements and projected developments.
- Manage the effective development of the MAC's information communications networks including the MAC's website in liaison with the CFOO.
- Ensure all current and planned web-based technologies remain fully operational.
- Ensure that all necessary licenses are secured and maintained for the MAC.
- Monitor and advise if changes are needed to the MAC's security and back-up systems and plan recovery contingencies to enable an efficient return to service after any unforeseen system outages.
- Maintain the MACs network security including antivirus protection and firewalls.
- To manage and maintain accurate and up to date records of all ICT Hardware and Software on site including signing out and in hardware and equipment to staff e.g., laptops
- Monitor and manage the use of the Internet within the MAC and report issues to the CFOO.
- Upgrade relevant systems out of normal business hours to ensure minimum downtime for staff during critical periods.

Developing expertise of others

- Conduct training on appropriate use of ICT resources.
- Support staff with ICT related problems.
- Produce reports on request for management purposes.
- Advise the Executive Team on possible training activities.
- Hold training sessions for both IT support staff and end users on MAC technologies based on the requirements of the MAC.
- Undertake available training opportunities and demonstrate a commitment to continuous development.

Communication

- Ensure communications across the MAC are effective



- Ensure that appropriate ICT systems are in place and operating effectively to support efficient administration throughout the MAC
- To manage the MAC website.
- To further develop and maintain the MAC's website and intranet (CrossNet)
- To lead the design and development of school websites
- To create high-quality content for marketing working with external designers and agencies as required.
- To support dissemination of information to a wide variety of stakeholders.
- To record and analyse statistics relating to the reach and effectiveness of communications activities and to monitor feedback.
- To proactively manage and lead the MACs presence on social media platforms, including Twitter, Facebook, Instagram and LinkedIn, ensuring accuracy and relevance.
- Keep up-to-date with advances in social media technology.
- To establish communication systems and processes to support MAC data requirements
- To develop and implement a MAC marketing and branding plan
- To ensure the internal communications messaging and branding is consistent across all platforms
- To keep parent portal documents up to date.
- Assist in the maintenance and monitoring of the MACs equipment inventory/fixed asset register.

Compliance

- To work with Site Service Officers to monitor statutory testing compliance across the MAC estate to ensure that buildings, other facilities and working practices are safe and comply with legislation.
- To be an active participant in the risk management process.
- To work with the MAC's Health and Safety Advisor to monitor compliance with MAC Health and Safety processes and procedures.
- Ensure that IT equipment is used in line with relevant health and safety guidance and policies
- To support the CFOO's Data Protection role and deputise as required
- To assist in ensuring that the MAC is GDPR compliant and identify areas of risk
- To ensure that the MAC data protection policies are adhered to
- Ensure new solutions evaluated for compliance with legislation and policies
- To minimise the risk of a data breach occurring
- To highlight any potential risks and proposed solutions to line management



- To assist with the development and implementation of GDPR related policies and practices
- To support staff training to ensure that they are aware of their GDPR responsibilities
- To assist in the reporting of GDPR compliance to the College Management Team
- To provide the technical expertise to identify and report Data Breaches to the ICO.
- To assist the CFOO in management of Freedom of Information and Subject Access Requests
- To assist MAC management to make best use of resources and facilities available to them, and identify any sensible improvements.
- Monitor MAC and school's website compliance
- To fully comply with financial regulations and procedures and manage within the allocated budget.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To collate information, statistics and prepare reports as required by the CFOO, CSEL and MAC Board.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all MAC policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the MAC's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the MAC's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the MAC.
- Keep systems safe and secure at all times
- Understand the role of Safeguarding within the context of IT in schools, and the wider context across the MAC.
- Advise and train individual staff, groups and pupils



- Have appropriate communications with suppliers
- Network with colleagues within the MAC and in similar roles outside the MAC

The MAC Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the CSEL to carry out appropriate duties within the context of the job, skills and grade at any site within the MAC.

Date: **Signed:** **(Post holder)**

Date: **Signed:** **(Line Manager)**



MAC ITCC Co-ordinator

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs including English and Maths • High level of literacy and numeracy • Ownership and commitment to continuous learning and development 	<ul style="list-style-type: none"> • Recognised IT Qualification
Experience	<ul style="list-style-type: none"> • At least 2 years' experience in an appropriate discipline at management level. • Proven track record of ICT project management and change management • Demonstrable knowledge of current technologies and best practice including web technologies, LAN, VLAN, WAN, thin client and virtual technologies • Experience of design, development and maintenance of websites 	<ul style="list-style-type: none"> • Experience of working within an educational context • Can evidence strong communication skills in a professional context with young people and colleagues
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to prioritise work effectively • Ability to critically evaluate information • Ability to work flexibly to meet deadlines and respond to unplanned situations • Ability to respond positively to and actively support Senior Management within the MAC • Ability to work as part of a team • Ability to effectively manage and motivate staff and a wide range of contractors and service providers • Ability to communicate effectively with a range of stakeholders • A working knowledge of appropriate legislation including GDPR, FOI, SARs • A working knowledge of relevant Health and Safety legislation 	<ul style="list-style-type: none"> • Experience of working with SIMS
Personal Qualities	<ul style="list-style-type: none"> • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the MAC • Able to establish effective relationships with those working in and with the MAC • Ability to build and form good relationships with colleagues and students • Understand the importance of physical and emotional wellbeing of staff and pupils 	<ul style="list-style-type: none"> • Able to contribute new ideas and ways of working





RECRUITMENT PROCESS

Holy Cross Catholic Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

APPLICATION FORM

You are expected to complete a Catholic Education Service (CES) application form as the first part of our recruitment process – CVs will not be accepted.

Applicants are advised to read the “CES Notes to Applicants” which accompany the CES application form and the following supplementary forms:

- Recruitment Monitoring form
- Rehabilitation of Offenders Act 1974 – Disclosure form
- Consent to Obtain References form

MODEL RECRUITMENT MONITORING FORM

Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the MAC to fulfil its duties under the Equality Act 2010.

The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.

MODEL REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM

As the position applied for gives privileged access to vulnerable groups, we require all applicants attending interview to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of



Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

If you are invited for interview, please bring the Disclosure form with you to the interview in a separate, sealed envelope clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview.

CONSENT TO OBTAIN REFERENCES FORM

Please ensure that you complete and return the Consent to Obtain References Form with your completed application.

REASONABLE ADJUSTMENTS STATEMENT

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure that all applicants are provided with the same opportunities during the recruitment process and, to that end, we strive to comply with the duties placed upon us to make reasonable adjustments as prescribed by the Equality Act 2010.

Should you have a disability and require a particular adjustment to be made to allow you to fully participate in the recruitment process, please ensure that this is made known to the person identified in the Invitation to Interview letter when confirming your availability to attend interview. Our duty to make reasonable adjustments only applies where we know about, or ought reasonably to know about, your disability so it is important that you provide this information to us (details for the relevant person to contact will be provided in your Invitation to Interview letter).

Below is a non-exhaustive list of some of the types of adjustments that we may make to ensure that the recruitment process is fair to all applicants, if it is reasonable to do so in all the circumstances:

- Modification to Documentation – this may include providing documents in large print, in Braille format or in audio format and/or providing oral instruction on documentation for those applicants with a learning disability;
- Modification of procedures for testing and/or assessment – this may include allowing an applicant to provide oral answers as opposed to written where the



applicant has, for example, a disability which affects their manual dexterity. Conversely, an oral test may be completed in writing where the applicant has a disability which affects their speech;

- Provision of a Reader for a visually impaired applicant;
- Provision of Auxiliary Aids – for example, a person to guide a visually impaired applicant around the interview venue;
- Provision of special equipment – for example, adapted keyboards for applicants whose disability may affect their manual dexterity and/or large screen computers for applicants with visual impairments;
- Provision of a Sign Language Interpreter for an applicant with a hearing impairment;
- Where interviews are being conducted by telephone, provision for interview by textphone for an applicant with a hearing impairment;
- Provision of vehicle parking as proximate to the interview venue as reasonably practicable for an applicant with a mobility impairment;
- Modification of interview premises – for example, in order to ensure that an applicant who uses a wheelchair can gain access to the building where the interview is being held, the school / academy / college may consider using ramps, holding interviews on the ground floor (if there is no adequate lift), considering the placement of furniture and rearranging if necessary etc.

Please click [here](#) to access the application form, guidance notes and supplementary forms.



Why work in Coventry?



Coventry is an innovative city that boasts two cathedrals, old and new. It combines medieval architecture with vibrant regeneration which is rich in bars, restaurants and culture. Coventry has been awarded the City of Culture for 2021. You will find both the Belgrade theatre and the Warwick Arts centre on the doorstep, along with open green spaces such as the War Memorial Park and Coombe Abbey.

The Ricoh Arena hosts both football and rugby, along with music concerts. Road and rail links are exceptional. Birmingham and Leamington Spa are under 15 minutes by train and London just over an hour. Stratford upon Avon, Warwick and Solihull are also nearby. From Coventry it is only one rail stop to Birmingham International Airport and the National Exhibition Centre. In December, Birmingham was named host city for the 2022 Commonwealth Games, and local town, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times. The city hosts a variety of annual events such as the Coventry Half Marathon, the SkyRide and the Godiva Festival, which is the biggest free family festival in the UK.

Coventry also has two universities, Coventry University which was awarded 'University of the Year for *Student Experience*' by The Times in 2014 and the University of Warwick, which is in the top 10 on the league tables. Both universities have links with three of the city's biggest employers, Jaguar Land Rover, the NHS MAC and Coventry City Council.





**Holy Cross Catholic
Multi Academy Company**

Achieving together in faith

C/o St. Augustine's Catholic Primary School
Heathcote Street
Radford
Coventry, CV6 3BL

Please refer to our website for further details about our school:
<https://www.hcmac.co.uk>

