IT Manager
Candidate Pack

Welcome Message

Equitas Academies Trust was formed in 2011 on the belief that we can inspire our children for the years beyond their time within education. Rooted in kindness, love and mutual respect, we wish each child to think well of themselves and demonstrate empathy and respect in their interactions with others. From the moment any of our pupils step through any of our schools, our staff and students alike prepare them for the years beyond the classroom.

Our pupils are guided and motivated in achieving their diverse aspirations by dedicated and passionate teachers, skilled men and women who care deeply about the welfare of their students and possess the ability to impart that same knowledge and passion to others. This relationship between staff and students, with the incredible support from parents, is one of the reasons why Equitas Academies Trust has become a positive and purposeful establishment.

Mission Statement

Our schools have a strong reputation for providing an excellent education for all its pupils in a friendly and caring environment. Pupils' wellbeing is at the forefront of what we do at Equitas and all staff are committed to ensuring every child's needs are met.

Our schools cater for children of all abilities in a well-disciplined environment and through a wide range of extra-curricular activities. Our staff are highly qualified and experienced, with a commitment to ensuring that every pupil reaches their potential.

We currently have over 1000 pupils on roll across our schools and pride ourselves on being a closeknit community, in which everyone feels valued and involved. This enables children transferring from our primary school to settle in very quickly.

We are proud of the way in which our pupils conduct themselves both in school and outside. Visitors frequently compliment them on their 'confident and courteous behaviour'. During every lesson, pupils' efforts and conduct are monitored by staff.

At Equitas, we believe:

Every Child has the right to learn, strive and achieve

- All Pupils have a place at our schools; All Different, All Equal, All Achieving.
- All pupils are entitled to a safe, secure and positive learning environment where they can be nurtured and cared for.
- Pupils can only thrive in safe and positive environments; it is essential that we can continue to provide this for all our pupils.

Our mission is to create a positive community in which we generate self-esteem and self-confidence in young people who can achieve highly in both their academics, and outside of them too, ultimately, preparing them for their time beyond education.

Our Values

Our aim at Equitas Academies Trust is to provide a stimulating environment in which students learn exceptionally well and develop life skills that prepare them for the future. We have high expectations for all students to work hard so that they reach the highest levels of attainment possible.

The Academies in the Trust are caring and nurturing environments and place the utmost importance on student welfare and personal development. Our students are safe in school and feel safe all of the time.

Chilwell Croft Academy

Chilwell Croft Academy is a very happy school for children aged four to eleven. The school currently has children on roll representing over 30 nationalities, speaking 40 different languages.

We are proud to be part of a multicultural community, and actively celebrate the diversity of our school.

Our aim is to provide an environment where children can make progress academically and develop personally, to continue their journey to be positive, impactful, global citizens. Everything we do is focused on this.

We spend a lot of time and effort developing the culture of our school. The physical environment is welcoming and nurturing. Our school benefits from our drama lead, music lead and sports coach, reflecting our commitment to provide positive experiences enabling our school community to be a happy and stimulating place to be.

Our pupils learn to behave, have a good attitude to learning and respect each other. Pupils take pride in their work as evidenced by the presentation in their books. They value our rewards system and say they feel safe in school.

Developing the highest quality teaching lies at the heart of our school improvement agenda. We celebrate success and share good practice whenever we can.

We are very proud of our pupils and their families. Here, every child is truly valued for his or her contribution and encouraged to grow in confidence. A real strength of our school are the very positive relationships between staff and pupils and within peer groups.

Aston Manor Academy

A successful 11-18 mixed Academy in the heart of Birmingham, serving the inner city communities of Aston, Handsworth and Nechells.

Progress made by students is well above the national average and continues to improve year on year; an outstanding achievement made possible by the students and staff working exceptionally hard. As an Academy, we are committed to ensuring that every child succeeds.

As always, sport excels at Aston Manor. We have students competing at national level and our Sixth form sporting success has led to a number of students gaining scholarships overseas. We have developed a strong partnership with Aston Villa Football Club, and Aston Basketball is fast becoming a centre of excellence. Students are able to compete whilst completing level 3 programmes of study. Our extra-curricular programme is extensive and our Saturday Club provides numerous sporting activities for all ages, including basketball, football and boxing.

Our music programmes also offer a wide range of opportunities for students to channel their creativity.

Results for both vocational and academic courses at our Sixth Form are outstanding and our progress score places us as the highest performing Sixth form in Birmingham. 100% of our Year 13 students were successful in obtaining university places or apprenticeships last year. Aston Manor is a remarkable Academy with fantastic students, staff and parents. We always welcome visitors to the Academy and encourage you to come along to see the work that we do for yourself.

IT Manager
Job Description

Reporting to:	**Director of Innovation & Development**
Location:	Trust wide
Weeks of work:	36.5hrs per contracted working week whole year. Flexible in line with the needs of the Trust
Grade/salary:	Grade 4 Spinal Column Points (SCPs) 23 to 31 (£33,366pa - £40,476pa) – salary range as at 01.04.2024
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment

Job Purpose

- Work with the Director of Innovation & Development to fully realise and embed the Trust's Digital Strategy
- To provide an efficient, effective robust ICT Technical Support Service to members of the Equitas Trust Academies community, across multiple sites
- Install, configure, manage and maintain all Trust servers, clients, peripherals, cloud-based services and applications
- Provide ICT training and support, across the Trust, for staff and students in the use of hardware, software and cloud-based services
- Manage and supervise ICT Support staff across Trust
- Liaise with 3rd party suppliers / contractors where necessary
- Provide leadership and management support to the IT Technicians across the schools
- Ensure compliance with data protection laws, supporting Trust's Data Protection Officer (DPO)

Key Responsibilities

General admin duties in support of the Trust's computer networks

- Take responsibility for the provision of ICT support in all areas of the Trust Academies and provide help and support for all staff and students within each academy
- Provide day-to-day management and safeguarding & security monitoring of access to, and usage of, all Trust ICT systems and services
- Monitor and manage the Trust ICT helpdesk to ensure any issues are rectified efficiently and within specified Service Level Agreements, and provide timely analysis of, and strategic reactions to, trends in relation to helpdesk requests
- Support and monitor Trust backup systems ensuring disaster contingencies are in place in the event of such faults to minimise disruption
- Provide support to classroom teachers across the Trust during lessons, including working with students
- Log and manage support calls, overseeing repairs or maintenance in the case of Trust equipment which is under warranty or a maintenance or lease agreement
- Maintain up-to-date documentation of Trust ICT Systems

To provide installation, maintenance, repair and support of Trust ICT systems and services

- Proactively check and maintain Trust ICT facilities and software within Trust ICT suites and vigilantly spot ICT equipment that has been damaged or misused

To provide technical assistance and basic training to Trust staff and students

- Train other staff in the appropriate use of Trust ICT such as interactive displays and other audio visual and computing devices in order to promote the pupil educational experience
- Produce and maintain training and self-help materials for Trust stakeholders
- As e-learning lead, strategically plan, organise and deliver appropriate training across Trust

To provide day-to-day management of access to the Trust ICT systems and services including logons, passwords, printing, website management and access to files/ user areas

- Use own initiative to ensure solution-focused problem-solving positive outcomes
- Liaise and build excellent partnership working relationships across Trust and with stakeholders

To demonstrate and promote good practice, safety and adherence to Trust policies relating to all aspects of the use of Trust ICT systems and services

- Ensure academies security, anti-virus and internet filtering systems are operational and are not circumvented
- Maintain an up-to-date inventory of all Trust ICT-related assets
- Ensure that only licensed software is used on Trust Academy ICT equipment
- To ensure that all Trust ICT equipment is security marked or has appropriate categorical numbering
- Collaborate and liaise with all Trust stakeholders ensuring compliance and good practice is in place at all times
- Maintain confidentiality of information acquired in the course of undertaking duties
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy
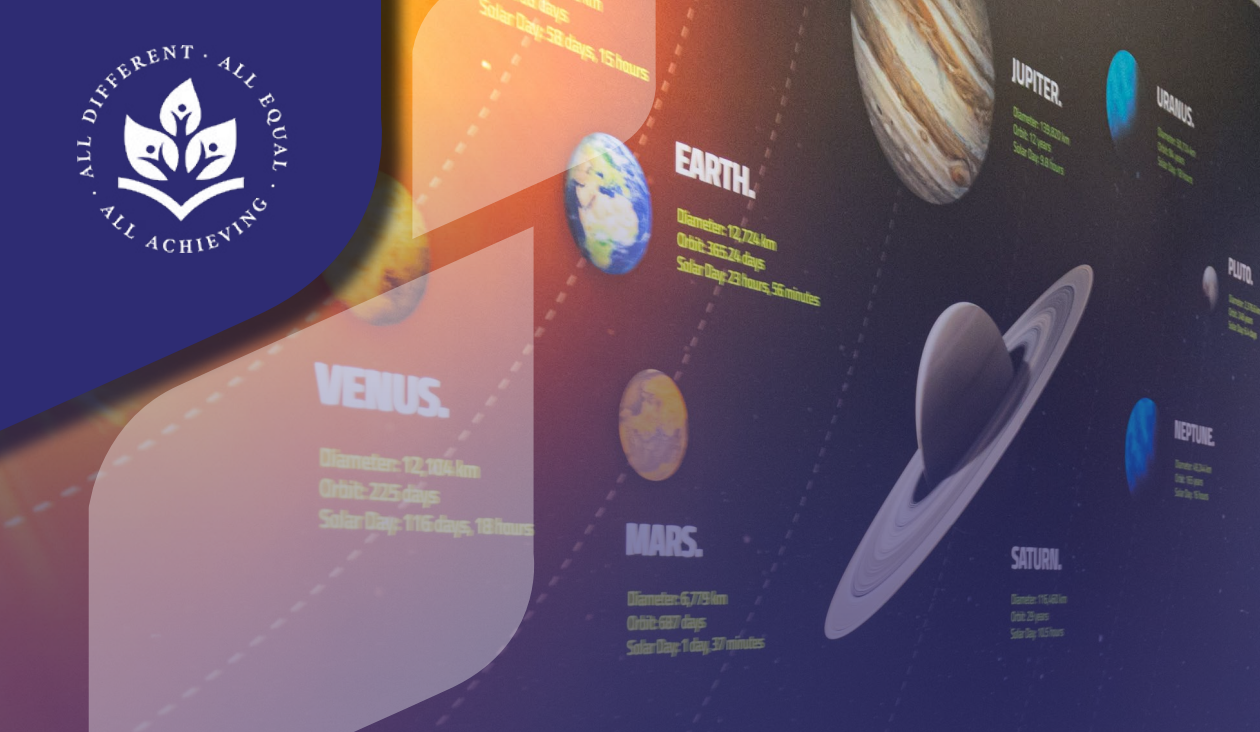
Strategic IT Leadership

- Develop and implement a Trust-wide digital strategy aligned with educational objectives
- Drive cloud-first initiatives, ensuring effective use of platforms such as Microsoft 365, Google Workspace, and cloud-based MIS
- Provide strategic IT insights to the Board of Trustees and senior leaders, advising on digital transformation
- Lead on bids and grant applications to secure additional IT funding.

Digital Infrastructure, Security & Compliance

- Oversee the Trust's IT network, ensuring it is resilient, scalable, and cyber-secure
- Implement and maintain cybersecurity best practices, risk management strategies, and threat monitoring
- Ensure IT systems comply with GDPR and other relevant regulations
- Manage major IT projects, including infrastructure upgrades, system migrations, and cybersecurity improvements
- Develop and maintain IT policies, disaster recovery plans, and business continuity strategies

Other

- To undertake any other duties commensurate with the grade as required
- To undertake appropriate professional development including adhering to the principle of performance management
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice will be required.
- Willingness to travel and work between schools within the Trust as required
- Commitment to safeguarding and promoting the welfare of children and young people
- Enhanced DBS clearance

Person Specification
IT Manager

Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	A – C grades in English & Maths	AF/C
	University degree in computing, HND or HNC level or relevant equivalent professional / technical/vender specific qualifications (D)	AF/C
	Membership of an appropriate professional body such as: BSC, ITIL, ACM, etc. (D)	AF/C
	COMP TIA, MSCE, MIE, City and Guilds qualifications are an advantage (D)	AF/C
	Further industry standard professional qualifications such as Microsoft Innovator Training certificate (D)	AF/C
Experience Relevant work and other experience	Proven experience in IT management within a multi-site organisation, ideally within the education or public sector (D)	AF/I
	Excellent knowledge and experience of Microsoft 365 suite	AF/I/T
	Working knowledge and experience of Group Policy, DNS, DHCP, Hyper-V, Microsoft Entra/Intune, Active Directory	AF/IT
	Sound LAN WAN WiFi knowledge and experience of TCP IP protocols (E)	AF/I
	Good working knowledge and experience of major networking components, network operating systems and basic computer hardware components (E)	AF/I
	Practical or professional experience and knowledge of a ICT specialism or supporting service teams and/or providing support to the public.(E)	AF
	Experience and working knowledge of Mac OSX and Linux is beneficial (D)	AF/I
	Budget management, procurement, and contract negotiation	AF/I

Person Specification
IT Manager

MOA — Method of Assessment
AF — Application form
C — Certification
I — Interview
T — Test or Exercise
P — Presentation

Criteria	Essential/Desirable (E/D)	MOA
Skills & Ability	Proven skills and ability in the use of firewalls, Web Filtering & Cyber Security software (E)	AF/I
	Ability to troubleshoot simple and complex problems effectively (E)	AF/I
	Ability to effectively prioritise and execute tasks in a high-pressure environment (E)	AF/I/T
	Experience of working with third parties (D)	AF/I
	Using effective verbal, written and interpersonal skills to communicate confidently at all levels, whilst maintaining good working relationships with a diverse range of people (E)	AF/I
	Ability to maintain complete confidentiality and discretion within all situations. (E)	AF/I
	Excellent communication and people skills, across staff and students;	AF/I
	Ability to input into the development of ICT strategies and policies (E)	AF/I
	Ability to develop IT policies, disaster recovery plans, and business continuity strategies	AF/I/T
Behaviours	Adaptable, accountable and dependable with a focus on accuracy and timeliness (E)	AF/I
	Able to liaise using tact and diplomacy with internal/external stakeholders, particularly parents/carers, members of the Trust Board and the local community. (E)	AF/I
	Ability to establish constructive relationships and communication with all staff and other agencies/professional bodies, etc (E)	AF/I
	Tenacious in resolving issues of all kinds; in proactively seeking out improvement opportunities and delivery of solutions (E)	AF/I
	A willingness to personally embrace and celebrate the ethos and values of the Trust (E)	AF/I
	To proactively take the time to develop yourself and others (if applicable) through training, coaching, mentoring etc. (E)	AF/I
	A willingness to embrace and celebrate the ethos and values of the Trust (E)	AF/I
	Strategic thinker with the ability to drive digital transformation	AF/I

ACADEMICIS

How to Apply

If you are interested in finding our more information and making an application for this role, please contact Rebecca Beach on 07733628155 or email rbeach@academicis.co.uk

KEY DATES

Deadline for applications: Monday 28th April 2025

Shortlisting: Wednesday 30th April 2025

Interview date: Thursday 8th May 2025

EQUITAS
ACADEMIES TRUST

ALL DIFFERENT · ALL EQUAL · ALL ACHIEVING ·

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