



THE
DE CURCI TRUST

TRUST ICT OPERATIONS MANAGER

Required from September 2024



JOB SUMMARY

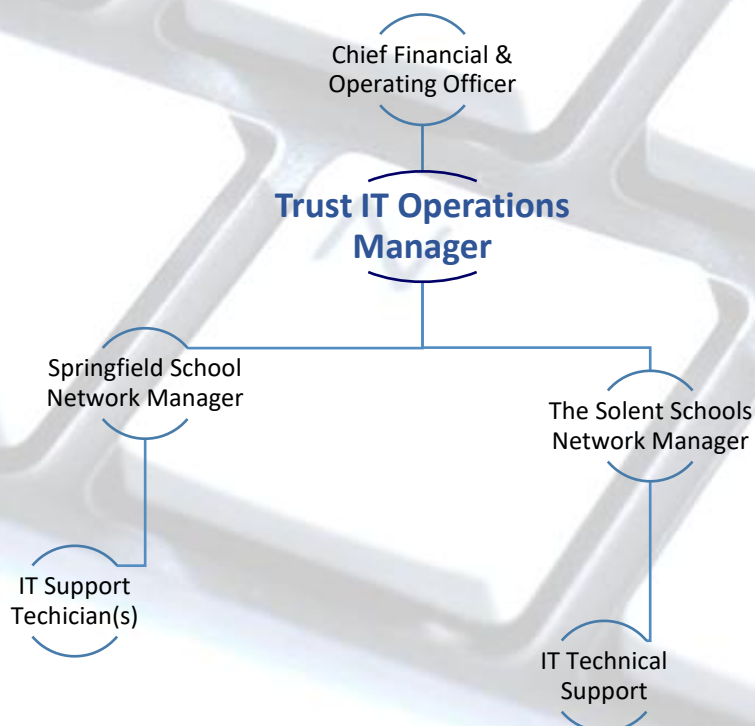
We are looking to appoint a highly skilled and dedicated IT Operations Manager to oversee the strategic development and operational efficacy of our Trust and School ICT systems. The successful candidate will be responsible for the ongoing development and security of the Trust's Digital Strategy and IT Services including the Management Information Systems, IT network, the Trust's suite of Multi-Function Devices and the provision of technical support to staff and students across the Trust.

This is a diverse role and you should have proven experience in managing IT networks and staff teams; ideally but not necessarily in education, and across multi-sites. The Trust will expect you to keep up to date with new technologies and lead the development and communication of the Trust's IT vision, working collaboratively with both teaching and support staff as well the Executive and Senior Leadership Teams, whilst managing and promoting e-safety, safeguarding and cyber security.

You should have knowledge, experience and a clear vision, but also the flexibility to ensure that all stakeholders are catered for when there is a need. We expect high performance from all our staff and are looking for an impressive individual to join the team. We actively encourage continuing professional development, and provide supportive coaching and mentoring to help our colleagues achieve their best.

Candidates should demonstrate their ability and suitability for both the role and the culture of the Trust. Your role will see you Line Managing the Schools' IT teams, whilst taking overall responsibility for maintaining and developing our networks, ensuring they are fit for purpose and expandable. This will include (not exhaustively) ensuring appropriate backups, cyber security, 3rd Party Software management, website development, capital asset management and investment, Windows server administration, Office 365, project planning and budget management.

DRAFT ORGANISATIONAL STRUCTURE



JOB DESCRIPTION – TRUST ICT OPERATIONS MANAGER

JOB TITLE:	Trust ICT Operations Manager
REPORTS TO:	Chief Financial & Operating Officer / Chief Executive Officer
GRADE:	Pay Band 10-11 £40,220 - £48,474 Subject to qualifications, length of service and experience
SUPERVISES:	Trust ICT Teams

JOB PURPOSE:

To manage, maintain and continually develop a safe, secure, and effective ICT estate and strategy across the Trust.

To actively line manage, support and oversee the deployment of, and the professional development responsibility of School Network Managers and their team(s).

Work with the senior leadership teams within the schools and Trust on ICT strategic planning and take overall responsibility for the management and development of the network infrastructure, liaising with key staff to ensure that ICT services meet operational needs.

Provide support and training to staff and pupils to ensure efficient use of the Trust networks particularly in relation to data protection and cyber security.

KEY ACCOUNTABILITIES

To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.

To be aware of, and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.

To uphold our commitment to cyber security, e-safety, safeguarding and to promote the wellbeing of children.

To participate in Employee Development schemes and Performance Management and contribute to the identification of team development needs within a culture of continuous improvement.

At the discretion of the Chief Financial & Operating Officer / Chief Executive Officer, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To spend a proportionate amount of time at each of the Trust Schools, whilst being adaptable to changing need.

PRINCIPAL RESPONSIBILITIES – RESOURCE MANAGEMENT

- To manage the ICT infrastructure and services for our three current schools; ensuring continuous, connected, and effective service delivery across all areas of ICT and supporting systems, whilst ensuring we have the infrastructure to expand if necessary.
- To be accountable for the management of all devices, and ensuring accurate and current asset registers are maintained.
- Manage and implement strategies agreed by the management team causing as little disruption as possible to the learning environments and other operations within the school during periods of change, and activities that change the infrastructures.

- To support school requirements for onsite and offsite delivery through ‘anytime, anywhere ICT provision’ with minimal downtime.
- To maintain and develop the school and trust websites and content management systems, and ensure that they meet the flexibility of end users / updaters whilst maintaining a coherent corporate presentation in conjunction with any 3rd party providers.
- Be available to provide out-of-hours support and advice both on site and by telephone.
- Design and update the School and Trust’s Intranet or equivalent and to make online resources available to staff and pupils using Google Classroom, Microsoft Teams and other relevant resources.
- Maintain equipment, including computer hardware installations, maintenance of peripherals, scanners, printers, IT furniture, undertake repairs and modifications, commissioning other companies to undertake such as required.
- Manage requests for technical equipment and resources to support learning, developing a systematic safe approach to using equipment to support key stages of the Curriculum.
- To assist the ICT Teams in identifying the cause of faults and undertaking repairs.
- Ensure that safety and security checks are routinely carried out on equipment and services.

PRINCIPAL RESPONSIBILITIES – DEVELOPMENT

- Coordinate and lead the digital strategy review processes cross the Trust, supporting, advising and facilitating input from key stakeholders.
- Advise the management team on innovative IT solutions and maximise the use of existing resources, on a continuous basis.
- Develop and control a budget in line with management plans and IT strategies.
- Be the principal budget holder for IT Resources in each school (Revenue & Capital) – subject to approval and delegated authorities.
- To provide advice on technical matters, trends, and best use of devices for the national curriculum.
- Assist in the development of the lesson framework and technical facilities to meet teaching/learning needs, including assisting in planning layout of facilities and advice on specialised requirements in devices, furniture, fittings and services.
- Ensure that the development of our Trust and School IT systems allows for future expansion and upscaling.

PRINCIPAL RESPONSIBILITIES – CYBER SECURITY, E-SAFETY AND SAFEGUARDING

- To ensure The Trust meets all the requirements of the Risk Protection Arrangement’s terms and conditions for Cyber Security Cover.
- To ensure we actively engage with cyber security monitoring resources including those provided by the National Cyber Security Centre.
- To source, implement, facilitate and positively support CyberEssentials+ accreditation, and other external audits of our resources.

- To ensure we proactively keep our infrastructure as safe as possible, including through the use of penetration testing / phishing testing and other resources.
- To maintain and develop the schools' CCTV networks, whilst ensuring compliance with GDPR requirements, and providing appropriate, reliable reviewer access to key colleagues.
- Ensure filtering and safeguarding systems are up to date and functioning.
- To ensure that the systems are kept up-to-date regularly with licences and antiviral and security software and other system updates and packages as required.
- To ensure that the network and computer systems are regularly tested to run efficiently and are backed up (including offline back ups).
- To effectively manage and maintain the backup and recovery process ensuring this data is always accessible and systems are operating as intended, including testing in accordance with the established Trust Disaster Recovery Policy and Critical Incident Procedures
- To develop and maintain core IT policies, and special privileges registers, ensuring adequate controls are in place.
- Report pupil and school issues in line with the school's policies for health and safety, child protection and behaviour management.

PRINCIPAL RESPONSIBILITIES – PERSONNEL

- The post holder will strategically plan, and coordinate the work of school ICT network support staff, ensuring best value, efficient deployment across all schools.
- Support and deliver IT training for all staff at the schools, and in the effective use of IT equipment.
- Ensure that ergonomic and VDU workstation assessments have been conducted, recording information.
- To support the delivery of training sessions for staff and pupils to develop awareness and practices which maximise online safety and cyber security.
- To stimulate a cyber security mindset across all users and across all facets of the role, ensuring dedicated schools comply with the Trust cyber security policies
- To work flexibly when needed, including attending Governors and Trustee meetings as appropriate.

PRINCIPAL RESPONSIBILITIES – MISCELLANEOUS

- Support key extra-curricular activities, (Open days, presentation evenings).
- Attend staff and group meetings and training sessions as required.

Notes:

This document is an overview of the role. The responsibilities will include, but will not be limited to those listed above, and it is anticipated that the role will evolve over time and as such the duties may change.

Person Specification

Essential	Desirable	Evidence from
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Qualifications and Training

GCSE English and Mathematics at a minimum of a pass	✓		A/C
Hold at least 2 current, relevant industry qualifications, eg CompTIA A+, CompTIA Network+, Microsoft Certified Expert, Microsoft Certified Associate, CCNP Routing and Switching etc		✓	A/C
IT Graduate		✓	A/C
Evidence of Continuous Professional Development	✓		A/C

Knowledge, Experience and Skills

Experience of managing IT in the education sector		✓	A/R
Experience of managing a team	✓		A/I
Server and Network Support experience	✓		A/I
Cloud platforms including Azure, Sharepoint and OneDrive	✓		A/I
Servers and Active Directory, DNS, DHCP, TCP/IP and VPN skills		✓	A/I
Office 365 Administration / Microsoft Teams	✓		A/I
Experience of back-up storage and antivirus, installation and troubleshooting File and Exchange Servers, Cloud and Windows Server infrastructure, ITIL, and SCCM	✓		A/I
Microsoft Windows Operating Systems	✓		A/I
Google Suite including Google Classroom		✓	A/I
Back-up and Cyber Security knowledge	✓		A/I
Knowledge of Education specific software eg SIMS		✓	A/R/I
Strategic planning	✓		A/R/I
Excellent communication skills, both written and verbal	✓		A/R/I
Ability to work independently and as part of a team and to make a positive contribution to the team's effectiveness	✓		A/R/I

Personal Qualities

Ambitious, positive approach to leading change and improvement	✓		A/I
Evidence of the highest levels of personal and professional integrity	✓		A/R/I
The ability to act as an excellent role model for staff and students	✓		A/I
Commitment to Trust's vision and Educational development	✓		A/I
Good problem-solving skills	✓		A/I
Flexible approach to working hours	✓		A/R
A proactive and open-minded approach to the provision of IT	✓		A/I
Excellent time management and organisational skills	✓		A/R/I
Excellent communication and numeracy skills	✓		A/I
Personable and approachable manner to staff and pupils alike	✓		A/R/I
To always act with a professional manner	✓		A/R/I
Willingness to participate in development and training opportunities	✓		A/I

AN INTRODUCTION TO THE DE CURCI TRUST

The De Curci Trust was formed in April 2017 and comprises Solent Infant School, Solent Junior School and Springfield School, all located in the suburb of Drayton in Portsmouth. All three schools are conveniently located within a short distance of each other, have similar catchment areas and educate nearly 2000 pupils in total.

The close geographical proximity allows for collaborative working across the schools, sharing best practice, and aiding transition:-

- As successful schools we are committed to leading school improvement within our own organisations and across the wider system.
- We share a vision of promoting high aspirations and achieving excellent outcomes for all children; our schools are inclusive and exist to serve the children who live in the locality.
- We believe that the school learning environment should deliver a vibrant, creative and relevant education for all pupils; fostering a love of learning is central to what we do.
- We are committed to developing high quality staff and building leadership capacity across our schools; continuous professional development is an entitlement for all staff.
- We recognise that schools are different and have unique identities; our approach is to allow schools to determine their own routes to excellence within the context of their own community.
- We aspire to develop expertise across all phases of education that can be shared within and beyond our trust in order to secure school improvement for all.

SOLENT INFANT SCHOOL

Solent Infant School is a purpose built three form entry Infant School, in an exciting, but highly practical building which opened in October 1994 and won the best new building in Portsmouth award in 1995. We provide a broad, balanced curriculum which encompasses the core and foundation subjects of the Early Years Foundation Stage (Reception Year) and Key Stage I (Years 1 and 2).

SOLENT JUNIOR SCHOOL

Solent Junior School is a warm and caring school community where every child is valued as an individual. We provide a curriculum that will inspire, motivate and engage our children and foster an understanding and love of learning. We aim to equip our learners with the skills necessary to succeed in life in the 21st century.

SPRINGFIELD SCHOOL

Springfield School is a strong, aspirational community founded on positive and respectful relationships; every individual is known and supported in their learning and personal development. We aim to inspire our students with a love of learning, a desire to innovate and a sense of discovery and optimism for their twenty first century world.

WORKING FOR US

We believe that rewarding and looking after our colleagues is key to helping them deliver inspiring care and education to all the children across the Trust.

PENSIONS

When you join our Team, you will be auto-enrolled to be a member of the Teachers' Pension Scheme (www.teacherspensions.co.uk) or Local Government Pension Scheme (www.lgps.org), as appropriate to your job role.

HEALTH & WELLBEING

As a member of our Trust, you will be entitled to a range of benefits to support your well-being, including a free Confidential Employee Helpline offering Telephone Counselling, Legal and financial information and Health & Well being advice.

Staff members can also choose to join a Health Cash Plan, which offers employees a simple way to help cut the cost of private healthcare, including for physiotherapy and dental treatment.

We also believe that prevention is better than cure, and in order to try and keep our colleagues fit and healthy, we offer Nurse Support Service, Health Screening Days, Stress Awareness Sessions, Counselling Services, Menopause Support and Weight Management.

PROFESSIONAL DEVELOPMENT

We warmly welcome Teachers and Support Staff at all stages in their careers. The success of The De Curci Trust depends upon all its staff, who make the schools a learning community in which people feel motivated, aspire to fulfil their potential, celebrate their achievements and learn continuously. This impacts directly on positive pupil achievement. We are keen to maintain an ethos in which educational issues are debated and high expectations are set. We aim to identify systematically the needs of the individual, team and school and to share expertise to build the strengths within the Trust and across the City of Portsmouth. We seek high quality evaluation, advice and support from a range of sources as well as external validation of our work through the Challenge Partners programme.

SAFEGUARDING

The De Curci Trust is committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment. All staff are expected to adhere to, and ensure compliance with the School's Safeguarding Policies and Procedures at all times. Safer recruitment practice, and pre-employment checks including DBS Disclosure at Enhanced Level and overseas checks, where applicable, will be required before any appointment is confirmed.

OTHER BENEFITS

Childcare Voucher Scheme - Under the current scheme, if eligible, you can make savings of up to £1,196 per year on childcare costs*.

Cycle2Work Scheme – Get fit on your journey to work with a *tax-free bike

*(Subject to terms and conditions and government guidance)



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