



Trust Network Manager

JOB DESCRIPTION



Nene Valley Partnership

Excellence in Education

Job Title: Trust Network Manager

Location: Nene Valley Partnership

Salary: Grade L points 37 – 41 (22.2 hours per week*, 52 weeks per year) £24,526 to £26,918 actual salary. *NB – Hours to be worked flexibly to suit business need.

This position is also available internally and will be in addition to the successful applicant's existing roles and responsibilities.

JOB DESCRIPTION

The Nene Valley Partnership

The Nene Valley Partnership Academy Trust (NVP), is a newly established multi-academy trust with both primary and secondary schools located in a semi-rural area of Northamptonshire. The IT operation which supports these schools will be based at one of the Partnership Schools.

Due to the formation of NVP we are now seeking to appoint a Trust Network Manager to lead the central IT function.

The post offers an exciting opportunity for an ambitious and enthusiastic professional to take a leadership role within the NVP. The post holder will be required to drive change within the technology operation of the Trust, bringing greater efficiency in the way the Trust carries out its business. He/she will be expected to work within the schools that are in the Trust and develop a good working knowledge of those schools and how they operate, serve their communities and provide "excellence in education."

Trust Network Manager Job Specification

The Trust Network Manager is responsible to the Chief Financial Officer (CFO) for the management of the infrastructure, IT teams, and the delivery of IT services for NVP, ensuring full compliance with statutory regulations, including data protection. Specifically, he/she will hold accountability for the IT and its security; meeting its safeguarding obligations for the Trust. In conjunction with the CEO, Headteachers, CFO, the Trust Network Manager will plan, develop and implement a Trust wide plan and include strategies, which deliver the NVP priorities, in order to improve the overall effectiveness and efficiencies of the Trust.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Design and implement a Trust IT strategy, which includes both infrastructure and curriculum support, through discussions with the key stake holders of each school and shared visions are agreed with the Trustees.
- Management of the agreed central systems and platforms used by all sites.
- Complete a full risk management plan for the Trust, which includes the level of significance to each individual site.
- Produce an IT asset register, which is fully costed for audit and insurance purposes.

- Produce and implement a depreciation and replacement plan for all sites.
- Ensure the Trust is compliant with all legal requirements in respect of information technology and legislations.
- Provide sound IT advice to all stakeholders and the Trust Board on all IT matters, in order to improve performance and opportunities.
- Provide advice and support to all NVP schools' staff on IT systems and compliance, ensuring that they meet legal requirements and represent good practice.
- Have oversight of the production of the licencing agreements and management of these to include the renewals and cost effectiveness for NVP schools and highlight any benefits/trends that may affect the recurring costs.
- Ensure the production of reports and updates for the NVP, as required.
- Ensure that NVP budget supports all of the Trust's schools and is used effectively to deliver the service required in each individual school.
- Write the SLA for IT support across the schools and share with all the governing body.
- Introduce and seek future technologies and enhanced systems to ensure the Trust is equipped to use and deliver these within our vision.
- Support all statutory and non-statutory returns for internal and external use, in relation to our MIS system.
- Attend Board sub-committee meetings and the main Board meetings, as required.
- Implement operational best practice.
- Forecast and plan the budget for a three-year cycle with the CFO, in relation to Trust expenditure.
- Ensure data management related to IT is compliant with GDPR and advise the DPO of any breaches.
- Ensure the schools data protection policies and acceptable use agreements are up to date, reviewed and revised where necessary annually.
- To manage and oversee the delivery of IT services and support all sites within the Trust.

Person Specification

The professional competencies expected of the Trust Network Manager are:

- Strong leadership and excellent people skills.
- Flexibility in managing, planning and executing daily, weekly, monthly workloads in a busy environment, delegating where it is appropriate to do so.
- Excellent interpersonal skills with the ability to communicate at all levels.
- Commitment to providing the best possible service to the staff, Trustees and Members and ability to maintain confidentiality.
- Strong problem-solving skills and the ability to make decisions based on accurate and appropriate analysis.
- Proven track record of making and implementing essential changes.
- Ability to balance strategic and operational matters.

The qualifications and experience required of the Trust Network Manager are:

- An appropriate level of IT knowledge and understanding, gained either through a professional qualification or through professional experience.
- A commitment to professional development and a willingness to gain appropriate knowledge and training appropriate to the demands of the role.
- Strong technological and business awareness.
- Over three years' experience in a progressive IT leadership role.
- Detailed knowledge of IT procedures, practice and regulations.
- Experience of managing a computerised data system and handling large amounts of complex secure data.
- Extensive experience in financial management and forecasting.

How to Apply:

To apply for our Trust Network Manager vacancy, please complete an NVP application form along with a letter of application to James Birkett, CEO of the Nene Valley Partnership.

The letter should be approximately one side of A4 and be sent to nixonl@wollaston-school.net, explaining how your skills and experiences have prepared you for this role, and what value you feel you can add our partnership.

The closing date is 9.00am on Monday 12th October 2020 and interviews will be held during the week commencing Monday 19th October 2020.

Thank you for your interest in this role and if there is anything that you would like to discuss prior to application, please contact Mrs Louisa Nixon, HR & Operations Manager nixonl@wollaston-school.net to arrange an informal discussion.