



# Head of IT Candidate Pack

## Welcome from our Chief Executive Officer

Welcome and thank you for your interest in the role of the Head of IT at the University of Chichester Academy ('the Trust'). This is an incredible opportunity to join our Trust at this key point in its journey.

I am thrilled that you are interested in becoming a member of our Trust family and seeking out exciting ways to live our Trust vision, values and our Core messages: Achieve more, Challenge thinking and Shape futures. Within our Trust, inclusion, high standards and agency sit at the heart of all we do and how we behave.

If you believe you have the ambition, passion, skills and expertise to make a significant contribution to our Trust and its communities, have a strong understanding and experience of leading IT within a dynamic, multi-functional organisation, where you have collaborated successfully with other functions to deliver on the organisation's strategic IT objectives, we would love to hear from you.

I hope this information pack provides an insight to our Trust. For an informal discussion about the post please contact Phil Matthews, Head of People and Development on (01243) 793499.



A handwritten signature in blue ink that reads 'Jennese Alozie'.

**Jennese Alozie**

Chief Executive Officer

**“The Trust’s vision to inspire young people, raise aspirations and transform life chances is shared by the school leaders and governors. Strong and effective relationships exist between trustees, the trust’s officers, governors and headteachers.”**

**Ofsted Review of the Trust**

## About the University of Chichester Academy Trust

The University of Chichester Academy Trust ('the Trust') is uniquely placed to make a difference to the local education landscape. Academies who join our Trust do so because they wish to work with like-minded academies who have a shared passion for pupil-centred learning and a desire to work together for the benefit of the wider community that we serve.

The Trust now has 17 academies, 2 Inclusion centres and a School Centred Initial Teacher Training base in its education family, based in Hampshire, Isle of Wight, Portsmouth and West Sussex. Although we share the same vision and values, each of our academies has its own identity, which defines them within their local community. The Trust is strongly committed to valuing the uniqueness of each academy and governance, through local governing bodies.

## 6 Trust Beliefs

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- **Reading** is the gateway to belonging, communicating and understanding the world so every young person from EY - Post 16 must be a strong and successful read to excel across the curriculum and achieve more, challenge thinking and shape futures.
- **Academy Leadership** relies on demonstrable understanding of how to develop staff young people, curricula and pedagogy, and attain high standards over time.
- **Trust Function Leadership** relies on a demonstrable understanding of how to develop people, systems, processes and practices through an experienced and specialist team, in line with Trust values and areas of priority.
- Every staff member must meet identified **professional standards** and demonstrate Trust values and their contribution to agreed areas of priority.
- Without our deliberate focus on **diversity and global perspectives** our young people will fail to build agency and identify how to be successful in our society, and beyond.
- Every **Community** we belong to and serve must be able to articulate and evidence how our Trust through every academy promotes, supports and benefits from working on agreed collective endeavours.

## 5 Trust Values

**Aspirational:** Make the effort to reach higher standards and deepen knowledge

**Evidence Informed:** Encourage curiosity and seek out ways to use and develop the best of what is known

**Diversity:** Explore different perspectives and value how this enriches our lives

**Collaboration:** Develop ways to work with others and ensure our collective endeavour can be achieved

**Agency:** Acknowledge how you are developing and use this to improve different parts of your life

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## 4 Guiding Principles

- Rapidly bring about higher pupil outcomes and knowledgeable staff focused on building knowledge and agency
  - Respond swiftly and flexibly to meet pupil needs
  - Reinvest public funds to ensure all achieve more; challenge thinking and shape futures
  - Develop professional services where efficiency and consistency allow us to maintain the highest standards.
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## 3 Core Messages – Living Our Values

### **Achieve More:**

Inspire students and staff to reach their full potential by raising aspirations, celebrating diversity, and cultivating leadership and agency at all levels.

### **Challenge Thinking**

Cultivate critical thinking and diverse perspectives, grounded in evidence-informed practices, to drive thoughtful and impactful approaches across our trust.

### **Shape Futures**

Through collective endeavour and collaboration, build a vibrant, inclusive community that transforms life chances, ensuring every young person and adult thrives.

## 3 Trust Pillars

- **Research informed for impact**
  - **Global Thinkers**
  - **Partners for Trust Ambitions**
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## What We Offer You

### To your career

- A strong commitment and support for your personal leadership journey
- Opportunities for shared learning and collaboration across the Trust and the wider network
- Extensive professional and personal development opportunities
- To help shape the future of successful and innovative academies.

### To be part of something bigger

- A system leader on the local and regional stage
- A strong and supportive governing body
- The opportunity to be part of the Academy Leadership Teams, where they are passionate and committed to a shared set of values to make a difference as we drive improvement in a changing world
- A collaborative Trust which inspires innovation and a network of professionals who, through can influence and shape the strategy of the whole organisation.

### To make a difference

- To be part of a team that makes a real difference to the life chances of our children and young people
- Contributing to the creation of a culture and environment in which staff feel valued, are inspired and work in buildings which promote and enhance the progress and learning of our young people.

### Other staff benefits

- Teachers' Pension Scheme
- The mental health and wellbeing of staff is of key importance and in addition to professional support we provide an extensive employee assistance provision, including 24/7 telephone helpline and counselling
- Lifestyle health and wellbeing programme
- Access to an extensive personal development programme
- Access to the University's vast Library resources and to the National College resource
- Employee Discounts platform, saving £££'s on a range of goods and services
- Cycle to Work Scheme
- Eyecare Voucher Scheme
- Eligibility to join TOTUM (NUS Extra)
- Security of knowing you are joining an organisation whose sponsor has been promoting education for almost 180 years.

## Reporting to

Director of Finance

## Salary

Competitive

## Core Purpose

To lead the Trust's IT function. The post-holder will be responsible for shaping and delivering an IT strategy that meets the current and future needs of our academies, ensuring secure, cost-effective, and high-performing services. This is a key leadership role that balances strategic thinking with tactical operational delivery. The post-holder will be responsible for the strategic planning, day to day operations, delivery of new services and solutions and capacity planning to ensure IT infrastructure meets the current and future requirements of the academies and the Trust. The post-holder will work closely with academies, external partners and central team to ensure IT underpins educational needs and delivers operational excellence, and that cyber security, digital learning and IT service management are future-ready and resilient.

## Strategic Leadership & Planning

- Lead the design, development, and execution of a Trust-wide IT strategy aligned with the Trust's vision, educational priorities, and growth ambitions.
- Advise the Trust senior leadership on emerging digital opportunities, risks, and the evolving technological landscape.
- Responsible for translating strategic goals into actionable plans with measurable outcomes across academies and the central team.
- Monitor developments in technology, cybersecurity, digital education, and sector best practice to inform leadership decisions.

## IT Service Management and Delivery

- Oversee the delivery of consistent, high-quality IT support services across all academies, focused on responsiveness, reliability, and user satisfaction.
- Manage service provider performance through regular reviews, SLAs, KPIs, and user feedback to drive continuous improvement.
- Lead implementation of new systems and technologies across the Trust, including upgrades, migrations, and rollouts.
- Provide regular performance and progress reports to the Executive Team, effectively communicating IT challenges and solutions to stakeholders.



## Cyber Security, Data Protection and Compliance

- Ensure robust IT security and data protection across the Trust, maintaining compliance with DfE cyber standards and relevant regulations.
- Lead on risk management, cyber incident response, vulnerability assessments, and staff awareness training.
- Serve as the Trust's key point of contact for external audits, inspections, and cyber assessments. Maintain up-to-date IT policies, cybersecurity protocols, and risk management frameworks.

## Infrastructure and Systems Management

- Oversee the security, performance, and maintenance of the Trust's IT infrastructure, including networks, servers, cloud services (e.g., Microsoft 365), MIS, WiFi, Websites and classroom technology.
- Implement effective device management strategies (Chromebooks, iPads, Windows), including lifecycle planning, asset tracking, and remote management.

## Budgeting, Procurement and Supplier Management

- Collaborate with the central finance team to manage budgets, procurement, and supplier relationships, driving cost efficiency and value for money.
- Lead IT procurement in partnership with the central finance team, securing best value through frameworks, competitive tendering, and long-term planning.
- Identify and pursue external funding opportunities and prepare successful bids where applicable.
- Build and maintain strong relationships with suppliers, contractors, and service providers to ensure high performance and contract compliance.

## Team Leadership and Project Management

- Line manage Trust-wide IT staff, supporting professional development and performance management.
- Lead digital and IT-enabled projects from planning through to implementation, ensuring timely delivery within budget.
- Collaborate closely with headteachers, operational leaders, and teaching staff to align IT provision with both administrative and pedagogical needs.

## Digital and Educational Technology

- Support the development and effective use of digital learning tools and platforms across academies by establishing and leading the ICT Steering Group to guide digital innovation across the Trust.
- Partner with educational leaders to support staff digital skills and drive EdTech adoption.
- Enable safe and secure access to digital tools and content for pupils and staff, aligned with safeguarding standards.

## Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you, including to understand and actively embrace the Trust's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our Trust.

The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post. All staff have a role in supporting the Trust's People Strategy.

### **Inclusivity:**

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the Trust's portal. Any breaches may lead to termination of employment.

### **Health and Safety:**

Take responsibility for ensuring that workplace responsibilities within the Trust are carried out with full regard to, and in support of, the Trust's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

### **Sustainability and Environment:**

The Trust is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the Trust's Environmental & Sustainable Development Strategy.

### **Data Protection:**

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

### **Right to Work:**

The current British UK Visa and Immigration Law states that the Trust cannot employ a person who does not have a current Right to Work and live in the UK.

### **Safer Recruitment:**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

### **Disclosure Service Certification from the Disclosure and Barring Service:**

This role does require you to hold an enhanced Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service, reference number 20537300005. New members of staff will be required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or from the Trust's Human Resources Department.

## Person Specification

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience.**

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements

|  | Essential | Desirable | Evidence                                  |
|--|-----------|-----------|---|
| <b>Knowledge and Qualifications: Achieve More</b>  |           |           | <b>Application</b>                        |
| Educated to degree standard in an IT related discipline, such as computer science or information technology  | √         |           |   |
| Ability to lead, manage and deliver a variety of projects, suppliers and contracts effectively   |           |           |   |
| Strong understanding of cyber security, data protection (UK GDPR), and digital safeguarding  | √         |           |   |
| Strong technical knowledge of IT infrastructure, software, hardware, and network management  |           |           |   |
| Commercially experienced, skilled in setting and managing budgets  |           |           |   |
| Good knowledge of install/update/maintain software in desktop computers and peripherals, demonstrated experience in software licence management.                         | √         |           |   |
| Experience in the design and implementation of an organisational IT network. Good general understanding of web/mobile technologies, working knowledge of Cloud services. | √         |           |   |
| Experience of handling commercial contracts and contractors  | √         |           |   |
| Experience and knowledge of school/academy operations  | √         | √         |   |
| <b>Skills: Challenge Thinking and Collaboration</b>  |           |           | <b>Application Interview/Presentation</b> |
| Hands-on technical expertise across core IT systems (e.g., networks, servers, cloud services)  | √         |           |   |

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|--|---|---|---|
| Interpersonal and effective communication skills which enable you to build positive internal and external relationships with stakeholders at all levels. | √ |   |   |
| Proven and strong stakeholder communication and team leadership skills.  | √ |   |   |
| Hands-on technical expertise across core IT systems (e.g., networks, servers, cloud services)  | √ |   |   |
| Interpersonal and effective communication skills which enable you to build positive internal and external relationships with stakeholders at all levels. | √ |   |   |
| Proven and strong stakeholder communication and team leadership skills.  | √ |   |   |
| Hands-on technical expertise across core IT systems (e.g., networks, servers, cloud services)  | √ |   |   |
| <b>Experience: Shape Futures and Challenge Thinking</b>  |   |   | <b>Application Interview References</b> |
| Previous experience of managing ICT infrastructure   | √ |   |   |
| Proven experience in senior IT leadership within an education environment  |   | √ |   |
| Demonstrated ability to manage complex IT projects and services, change management processes and to control costs  | √ |   |   |
| Experience of working with senior stakeholders to develop strong operational understanding, including organising training                                | √ |   |   |
| Current and relevant experience of organising training programs  |   | √ |   |
| <b>Personal Attributes</b>   |   |   | <b>Interview References</b>             |
| A calm approach under pressure with an ability to resolve issues   | √ |   |   |
| Ability to work alone and unsupervised whilst being part of a wider team and bringing a collaborative approach to work                                   | √ |   |   |
| Flexible, conscientious and reliable approach to the post  | √ |   |   |
| Practical, solution-focused mindset with a commitment to service delivery, and meeting deadlines   | √ |   |   |
| Professional confidentiality   | √ |   |   |
| Must be prepared to meet the required dress standard including wearing the appropriate staff clothing, which will be provided                            | √ |   |   |

## Application Procedure

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Following an informal discussion with our Chief Executive Officer, suitable candidates will be provided with an **Application** and **Monitoring for Equality Form**. Upon completion, please submit the form via email to [unicatrecruitment@chi.ac.uk](mailto:unicatrecruitment@chi.ac.uk)

### Application Form Completion

When completing the Application Form and Personal statement, please ensure you demonstrate your understanding of our Trust vision, values and 3 core messages. Pay particular attention to providing compelling examples with evidence of impact, of at least the essential Experiences as outlined within the Person Specification.

You may submit a separate sheet detailing your qualifications and previous employment.

All other information requested should be contained within the application form.

### Key Dates

The closing date is on 26<sup>th</sup> November 2025

The Assessment and Interviews are w/c 1<sup>st</sup> December 2025

**Please note that we may close the application window early if a suitable candidate is found.**

Should you have any additional inquiries regarding the recruitment process or other general questions, please do not hesitate to contact **Jake Whittle**, Recruitment Coordinator, at [unicatrecruitment@chi.ac.uk](mailto:unicatrecruitment@chi.ac.uk)

### Selection Procedure

The shortlist will be completed shortly after the closing date and successful candidates will be invited to attend the Assessment and Interview Day.