



Armthorpe  
Academy

# BUILD YOUR DREAM CAREER

Join our Team!



## RECRUITMENT PACK

Academy IT Lead

Armthorpe Academy, Doncaster

EXCELLENCE AND EQUITY WITH INTEGRITY

# WELCOME FROM THE CEO

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Dear Candidate,

Thank you for your interest in the position of Academy IT Lead at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy  
Chief Executive Officer of Consilium Academies.

# ABOUT THE SCHOOL



Armthorpe Academy is an 11-16 school located in the town of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

At Armthorpe, we believe every learner is an individual with a unique personality, characteristics and the potential to shine. Inclusion therefore lies at the heart of everything we do. Childhood is changing. Our learners are growing up in a world defined by fast-paced technological development living increasingly online, in spaces adults sometimes struggle to understand. We place great value on preparing our learners to thrive in 21st century Britain, not just academically but socially, emotionally, morally and culturally too. It has never been more important to equip our students to adapt to and embrace change, develop their resilience and creative thinking skills whilst instilling a real love of learning. The development of the whole person is imperative to us.

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Respect</b>        | <ul style="list-style-type: none"><li>• Being a leader: Doing the right thing when no-one is watching (both inside and outside of school).</li><li>• Executing the basics: Smiling, saying please/thank you, opening doors and treating others how we would want to be treated ourselves.</li><li>• Following and accepting rules without argument.</li></ul>                                                    |
| <b>Responsibility</b> | <ul style="list-style-type: none"><li>• Being responsible: doing the 'things' you are supposed to do.</li><li>• Accepting responsibility: enjoying praise for 'things' you have done well (positive choices) and admitting to and accepting the consequences for 'things' you have not done well (poor choices).</li><li>• Role modelling responsibility: encouraging others to make positive choices.</li></ul> |
| <b>Resilience</b>     | <ul style="list-style-type: none"><li>• Being prepared to embrace challenges and unknown situations.</li><li>• Bouncebackability! Realizing sometimes we must try things several times before we learn or find a solution.</li><li>• Being ruthless and relentless in striving for success – we do not stop until we are as good as we can be!</li></ul>                                                         |
| <b>Pride</b>          | <ul style="list-style-type: none"><li>• Constantly working hard – nothing replaces hard work.</li><li>• Actively listening to others so we are always learning and improving, know it, own it, do it!</li><li>• Thinking for ourselves and never being afraid to share our ideas/thoughts when requested – we aim for solution focused creative minds</li></ul>                                                  |
| <b>Ambition</b>       | <ul style="list-style-type: none"><li>• If our dreams do not scare us, they are not big enough.</li><li>• Having a dream we can articulate.</li><li>• Understanding what excellence looks like and constantly striving for it.</li></ul>                                                                                                                                                                         |

# ABOUT THE TRUST

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Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equity with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

## Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equity, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equity, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

# BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



# JOB DESCRIPTION



|                         |                           |
|-------------------------|---------------------------|
| <b>JOB TITLE:</b>       | Academy IT Lead           |
| <b>REPORTS TO:</b>      | Head of IT                |
| <b>GRADE:</b>           | NJC Grade 7               |
| <b>CONTRACT:</b>        | Permanent, All Year Round |
| <b>WORKING PATTERN:</b> | Full time                 |
| <b>ACTUAL SALARY:</b>   | £32,061 - £34,435         |

## MAIN PURPOSE OF THE ROLE

- As an Academy IT Lead, you will work as part of the Consilium Academies IT Team that provides a Trust wide support function. As part of the Trust team, you will join a growing and evolving team of 13 technical staff, and together you will deliver IT solutions across the Trust.
- You will be primarily based at one school site, although you may from time to time be required to provide support at other locations across the Trust.
- As the site lead, you will own all aspects of IT management, you will maintain the school infrastructure, service, and solutions, ultimately ensuring that all staff and students receive support when required.
- You will provide proactive and reactive on-site support, tracking service tickets to ensure the required systems and services are available to users as required.
- You work closely with the school, conducting regular meetings with SLT and key stakeholders, and be responsible for building a positive working relationship with school-based staff. You will represent the Trust IT Services team on-site and be responsible for implementing Trust Wide IT policies.
- The Trust operates most services through It's In house team - It is expected that you will have a sound troubleshooting skillset and use this to diagnose and support a range of systems and processes.

## CORE RESPONSIBILITIES & TASKS

### Hardware

- You will install and configure new equipment providing support where needed.
- You will maintain and troubleshoot the schools VoIP phone system.
- You will maintain computer peripheral equipment such as printers, scanners, whiteboards, and projectors, ensuring these are ready to be used by staff.
- You will ensure that IT facilities are well maintained – replacing keyboards, mice etc as required.
- You will troubleshoot and maintain all aspects of PC and server hardware.
- You will liaise with external suppliers for the repair of equipment under warranty or maintenance contract, or carry out repairs where appropriate.

### Software

- You will install and test new software before release and maintain accurate records of school software.
- You will support users in the correct and safe use of technology.
- You will remove out-dated and unsupported applications where applicable and support the rollout of new systems.
- You will ensure the anti-virus software is installed, up to date and working correctly on all devices.
- You will ensure all software and operating system updates are installed as appropriate.

### Network Management

- You will liaise with the wider Technical Services Team to carry out basic network management tasks.
- You will carry out routine network maintenance tasks, such as VLAN changes.
- You will troubleshoot, maintain, and upgrade IT infrastructure with support where appropriate.

- You will be responsible for the documentation and testing of all passwords and infrastructure across the school, ensuring accurate record keeping.
- You will implement Trust IT policies in full, ensure cyber security practices and Trust recommended ways of working are followed at all times.
- You will diagnose and resolve all technical issues, escalating as appropriate.
- Liaising with central team colleagues and third parties where needed, you will ensure timely resolution of IT issues. As site lead you are responsible for managing your helpdesk and meeting SLA expectations. You must ensure that our helpdesk policy and procedures are followed at all times.
- Make changes to web filtering (where appropriate and approval has been given from DSL / senior leaders).
- You are responsible for ensuring Windows Updates are applied to devices within the agreed time period - this may involve some flexible working out of hours to avoid disruption to key school services.

#### Relationships and Communication

- Develop and maintain a constructive, positive working relationship with staff and students to ensure the smooth running of the IT provision.
- Work closely with key stakeholders to ensure IT systems, resources and facilities are managed effectively.
- Provide technical support regarding IT hardware and software, resolving queries and problems.
- Maintain productive working relationships with external service providers, manufacturers, and suppliers to ensure that the best possible value and service is received.
- Provide information as required and liaise regarding projects and initiatives.
- Advise, guide, and instruct staff and students in the use of ICT systems and equipment.
- Point of contact between central IT leads and school-based staff.
- Liaising with school-based staff to address local customizations and IT processes.
- Hold weekly meetings with School Ops managers to ensure timely communication.
- Working with central team colleagues to ensure IT processes are fit for purpose.
- Ensure timely communication with all school stakeholders.
- Respond to helpdesk tickets with X time frame.
- Ensure all tickets are updated with responses and resolutions.
- Encourage staff at all times to use the school IT helpdesk.
- Be a proactive and friendly member of the school team having good relationships with all staff.
- Participate in weekly team meetings
- Proactively engage with team discussions to share knowledge and expertise.
- You will provide training for school staff when requested.

#### Resource Management

- Ensure that hardware and software audits are maintained and that a knowledge base is kept on hardware and software systems accordingly.
- You will ensure all computer equipment is registered on the Trust asset system.
- Track the school's IT assets using the appropriate systems and procedures, carrying out an annual audit of assets as required.
- Ensure adequate and secure storage of consumables and valuable equipment.
- Set up computing and audio-visual equipment for events as required.
- You will carry out proactive checks of the school IT infrastructure, ensuring any issues are dealt with accordingly.

- You will ensure that IT storage and workspace areas are always kept clean and tidy, maintaining a professional working environment.

#### Decision Making

- As the site lead, you will be responsible for owning and managing all aspects of the day-to-day operations, whilst making sure policies and processes are followed, seeking support\advice from the wider team when necessary.
- Provide relevant guidance in decisions regarding school IT policies and procedures.
- Make system and configuration changes in line with appropriate procedures and the Trust's standard operating procedures.
- You will act within your delegated authority to meet the needs of the school, seeking support and guidance from the wider team when required.
- Be able to organise and prioritise workload effectively responding to school requirements.

#### Work Demands

- Be able to work to deadlines but also be flexible to deal with frequent ad-hoc requests and unforeseen circumstances which can be lengthy to resolve.
- Demonstrate flexibility towards schools' requirements ensuring they are met in a timely manner.
- Able to work with and assimilate detailed and complex information which requires periods of mental concentration.
- Understand and apply the school's statutory and organisational data protection requirements and expectations.

#### Physical Demands

- Role involves a considerable amount of computer-based work so DSE regulations will apply.
- Moderate physical effort required – the job will involve some lifting, carrying and installation of workstations.
- May involve working at heights when fault finding or testing.
- A driving license is essential for this role as travel between academies maybe required.

#### Other

- You will be expected to support wider IT systems across the Trust, providing technical guidance and first line 'fault-fix' for systems such as BMS, Paxton, Inventory and CCTV, Bell System.
- You will be assigned responsibility for a system or technical process. Following a period of training you will be expected to lead on this area and support other engineers. This is part of our commitment to upskilling and developing our team.
- Lead school specific projects under the supervision and guidance of central team colleagues.
- Support GDPR compliance by ensuring the school understands the consequences of their decisions.
- Carry out CPD through various online platforms.
  - Keep central team colleagues up to date on IT hardware and software requirements on site.

As this is a school-based role, it is expected that you will take most of the annual leave outside of the school working time. Standard hours are 8:00am - 3:45pm Mon-Thursday, 8:00am-3:30pm on Fridays.

As this is a Trust based IT role, you may be moved between schools within the 'local' cluster to meet support and cover demands.

This list is not exhaustive and the postholder should be prepared to carry out any reasonable request or instruction from a line manager, in line with the job grading profile.

#### CORPORATE RESPONSIBILITIES

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

#### ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

# PERSON SPECIFICATION



| Qualifications and CPD                                                                                                                                                                                                                                          | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Working at or towards national occupational standards (NOS) for IT Users and knowledge / skills equivalent to current national qualifications in ICT Level 3 and / or vendor qualifications for the specific hardware / software used.                          | X         |           |
| Experience, Knowledge and Skills                                                                                                                                                                                                                                | Essential | Desirable |
| Experience in a range of ICT system and software packages.                                                                                                                                                                                                      | X         |           |
| Experience supporting end user devices – PC's, iMac's, laptops, iPads etc.                                                                                                                                                                                      | X         |           |
| Experience of maintaining and supporting networks - Windows 10, Server 2016, Exchange, Office 365, MIS Office packages, wireless technologies, cloud technologies, SCCM, MDT, school management information systems e.g. SIMS.                                  | X         |           |
| Experience of working in an education setting                                                                                                                                                                                                                   |           | X         |
| Possess practical and procedural ICT knowledge / skills with hardware and software to support ICT teaching and learning Knowledge and skills equivalent to national qualifications level 3 and vendor qualifications for the specific hardware / software used. | X         |           |
| Resolve technical faults and varied IT issues within the Academy.                                                                                                                                                                                               | X         |           |
| Ability to work effectively with different stakeholders within the academy and the trust                                                                                                                                                                        | X         |           |
| Ability to manage workload effectively                                                                                                                                                                                                                          | X         |           |
| Excellent customer handling and inter-personal skills, including diagnostic questioning, and the ability to deal with difficult situations                                                                                                                      | X         |           |
| Ability to cope with change and adapt quickly to new and developing technologies                                                                                                                                                                                | X         |           |
| The ability to work proactively with good planning and organisation skills                                                                                                                                                                                      | X         |           |
| Good verbal and written communication skills and ability to communicate with all stakeholder levels                                                                                                                                                             | X         |           |
| Familiar with MS office/Office 365 to enable the production of reports and record keeping                                                                                                                                                                       | X         |           |
| Personal Attributes                                                                                                                                                                                                                                             | Essential | Desirable |
| Target focused                                                                                                                                                                                                                                                  | X         |           |
| Good time management and punctuality                                                                                                                                                                                                                            | X         |           |
| A flexible approach to out of hours working                                                                                                                                                                                                                     | X         |           |
| A self-starter                                                                                                                                                                                                                                                  | X         |           |
| Ability to problem solve and think creatively                                                                                                                                                                                                                   | X         |           |
| The ability to work proactively with good planning and organisation skills                                                                                                                                                                                      | X         |           |
| You will be flexible, reliable, a team player, problem solver, good communicator, well organised, adaptable and proactive.                                                                                                                                      | X         |           |
| A full English driving license                                                                                                                                                                                                                                  |           | X         |
| English Fluency                                                                                                                                                                                                                                                 | Essential | Desirable |
| Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English or Welsh by a recognized institution abroad                                                                                                  | X         |           |
| Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.                                                              |           | X         |