

VISION

MULTI ACADEMY TRUST

RECRUITMENT PACK

Head of IT and Digital Services



Welcome from the CEO

Thank you for your interest in joining Vision Multi Academy Trust as Head of IT and Digital Services at Vision Multi Academy Trust.

We are very proud of our Trust. Our Members, Trustees and Staff work relentlessly in collaboration to ensure our pupils have an exceptional education.

Vision MAT was formed in July 2017. It came into fruition as a natural development of positive relationships built between neighbouring schools in the local area. We continue to work in partnership with all schools in the locality and beyond. We believe that collaboration is the key to a successful education system.

All Schools within Vision MAT have the commitment to share their ideas, their expertise and their unique experiences, so that children and staff can learn, develop and grow together.

We take collective responsibility for our pupils; pooling our energy to find solutions to problems that arise and removing barriers that may prevent success.

As the Chief Executive Officers, it is our role to oversee the teams and strategies the MAT uses to ensure that we are consistently delivering the highest quality teaching and learning and operate with effectiveness. We focus on being good, or better every day. We are delighted that all schools within Vision MAT have been graded good by Ofsted. Our aspirational culture ensures that we work tirelessly to support and challenge our pupils to be the very best that they can be.

If you believe you can make a positive contribution to our Trust and its schools, then we would be delighted to hear from you.

Kathryn Mort and Chris Bell

Interim Co Chief Executive Officers

Dear Candidate

Thank you for your interest in the role of Head of IT and Digital Services at Vision Multi Academy Trust.

We are seeking an experienced and forward-thinking leader to take ownership of our IT and digital provision across the Trust at a pivotal stage in our development. As our organisation continues to grow, so too does the complexity, importance, and opportunity presented by technology in supporting both operational excellence and educational outcomes.

This role is not simply about maintaining systems. It is about shaping a proactive, strategic digital function that enables the Trust to plan ahead, operate efficiently, and make confident, well-informed decisions. The successful candidate will bring a strong blend of technical expertise, leadership capability, and commercial awareness, alongside the ability to translate complex digital matters into clear advice for senior leaders and trustees.

You will be responsible for ensuring that our technology infrastructure is reliable and effective across all schools, that our investment in digital services delivers genuine value, and that we remain compliant with an increasingly demanding regulatory landscape. Just as importantly, you will help define and deliver a clear digital strategy that supports our long-term ambitions and responds thoughtfully to emerging technologies, including artificial intelligence.

We are looking for someone equally comfortable working at a strategic level - planning ahead and advising at board level - and at an operational level, taking practical steps to improve services and resolve issues when required.

If you are motivated by the opportunity to shape IT and digital direction across a Trust, improve how systems and services are delivered, and play a key role in supporting schools and young people, we would be delighted to hear from you.

Vision Multi Academy Trust are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. This is in line with our commitments to safeguarding.

For more information or to visit our head office at Vision House, please do not hesitate to contact Donna Cartwright, Chief Operating Officer, dcartwright@visionmat.com or phone 0161 711 1540.

Closing Date: **Monday 6 July 2026 at 9am**

Shortlisting: **Monday 6 July 2026**

Interviews: **Thursday 9 July 2026**

HEAD OF IT AND DIGITAL SERVICES

Job Description & Person Specification

Job Title	Head of IT and Digital Services
Responsible to	Chief Operating Officer
Hours	37 hours per week, term time only, plus 5 days in holiday time – subject to operational need
Salary	Actual Salary - £52,915 to £55,795 (FTE - £59, 981 to £63,246)
Contract	Permanent
Location	Trust-wide, based at Vision House
Start Date	September 2026

1. About the Role

Vision MAT has reached a point where its IT and digital provision needs to do more than keep things running. The Trust has grown, the compliance landscape has grown with it, and the pace of change in education technology shows no sign of slowing. This role exists to get ahead of that.

The Head of IT and Digital Services will lead the Trust’s digital function across three areas: building an operation that plans ahead rather than reacts; making sure every pound spent on technology and services actually delivers value; and giving the CEO and trustees clear, confident advice on digital direction, risk, and governance.

This is not a break-fix role. It is a leadership position for someone equally comfortable thinking three years ahead and rolling their sleeves up when the situation calls for it.

2. Key Responsibilities

1. Proactive Operations and Service Delivery

- Take ownership of IT support services across all Trust sites, establishing a structured, planned approach to maintenance, monitoring, and improvement in place of a reactive one
- Manage day-to-day direction of IT support services, ensuring tasks are directed to the right team or supplier to maintain a reliable service across all schools
- Monitor and maintain ICT systems, servers, and network equipment to ensure consistent availability for staff and pupils, finding and resolving issues before they affect schools

- Develop and maintain a rolling operational plan covering infrastructure health, scheduled maintenance, known risk areas, and planned improvements, reviewed each term
- Oversee major ICT projects including system updates, upgrades, migrations, and outages, planning carefully to minimise disruption to schools
- Maintain Microsoft 365 cloud-based email, servers, and storage
- Manage and deploy the agreed endpoint protection solution across all Trust devices
- Maintain the ICT asset register for each school and the Trust, conducting regular audits and sharing reports with the senior leadership team
- Ensure effective record keeping across software licensing and subscription management
- Oversee development and routine updating of Trust and academy websites
- Provide line management and leadership to the Trust IT Technician and secondary school Network Managers, coordinating support and ensuring the consistent and effective delivery of IT services across all Trust schools.

2. Vendor and Contract Management

The Trust's current position with its managed service provider is not sustainable. Costs are increasing and the Trust does not yet have the level of informed control it needs over its supplier relationships. This role will change that.

- Take ownership of all technology supplier relationships and contracts across the Trust
- Review current spend against value delivered, identifying duplication, underperformance, or areas where the Trust could be getting better terms
- Lead contract negotiations and procurement, ensuring the Trust buys on its own terms rather than defaulting to whatever the supplier proposes
- Obtain competitive quotes for equipment and services and apply appropriate procurement standards throughout
- Present a clear picture of total Trust technology spend in a format that enables leadership to make well-informed decisions
- Establish a supplier performance framework with regular reviews and clear escalation routes where standards fall short
- Ensure all procurement aligns with public sector and DfE expectations

3. Digital Strategy, Governance, and Compliance

The compliance obligations facing schools have grown considerably and continue to do so. DfE Digital Standards, data protection, cyber security, online safety, and the increasing presence of new technologies in classrooms and back-office operations all require someone who understands both the technical and governance dimensions, and who can translate that into clear, actionable advice for leaders and trustees.

- Develop and maintain the Trust's digital strategy, aligned to the Trust Development Plan and reviewed annually with the COO.
- Own the Trust's compliance position against the DfE Digital and Technology Standards, keeping a current gap analysis and improvement plan in place
- Lead on data protection and information governance in partnership with the Trust's DPO, ensuring systems, processes, and staff practices remain compliant with GDPR
- Own the Trust's cyber security posture, covering policy, staff awareness, technical controls, incident response, and annual review, working towards and maintaining Cyber Essentials certification
- Maintain monitoring and filtering arrangements in line with the online safety statutory framework, keeping these current and effective, whilst working alongside Designated Safeguarding Leads in all settings

- Report to the CEO and trustees on a termly basis, covering digital risk, compliance status, and strategic progress in plain, accessible language
- Stay current on relevant developments and emerging technologies and bring well-considered recommendations to leadership
- Evaluate and advise on the responsible adoption of new technologies, including the growing use of tools built on artificial intelligence, ensuring the Trust has a documented position and appropriate governance in place before adoption rather than after
- Support school leaders and ICT co-ordinators in understanding their digital responsibilities and building confidence across the Trust
- Develop and deliver staff training and CPD on new systems, equipment, and digital practices
- Collaborate with Senior Leaders, educators and IT teaching providers to support the Trust's technology initiatives in leveraging technology to enhance teaching and learning and improve professional effectiveness in a range of school-based areas
- Act as the trusted point of contact for the CEO, COO, and trustees on all digital matters

3. 30 / 60 / 90 Day Plan

Days 1 to 30 — Understand what's there

The first priority is building an accurate picture of the current position. Not what's on paper, but what is actually in place and how well it is working.

Meet with the CEO, COO, headteachers, office managers, and the current managed service provider. Audit the full technology estate covering devices, systems, network infrastructure, licensing, subscriptions, and contracts including all renewal dates. Review the Trust's compliance position against the DfE Digital Standards, GDPR obligations, and online safety requirements. Identify the highest-risk gaps and report back to the COO within 30 days with a clear, prioritised view.

Days 31 to 60 — Stabilise and take control

Address any immediate operational or compliance risks identified in the first month. Initiate a formal review of the managed service contract covering cost, scope, and performance against what the Trust is paying for. Put a structured monitoring and maintenance schedule in place across all sites. Draft the first version of the Trust's digital risk register and begin developing a three-year digital plan for discussion with the CEO and COO.

Days 61 to 90 — Set direction

Present a digital strategy outline to the CEO covering investment priorities, compliance roadmap, and the Trust's approach to emerging technologies. Establish a quarterly reporting cycle for the leadership team and a termly structure for trustees. Complete the managed service contract review and present clear options and recommendations. Agree the framework by which the Trust will evaluate and adopt new technologies, and set the baseline metrics by which digital performance will be measured going forward.

4. Person Specification

Qualifications

A degree or equivalent is essential. A relevant professional qualification such as ITIL, BCS, CISMP, or Prince2 is desirable but not a requirement where experience can demonstrate equivalent capability.

Experience

Essential:

- A demonstrable track record of leading digital or technology functions in a multi-site or complex organisation
- Successful change management that has integrated digital technologies across an organisation
- Developing and delivering digital projects in an educational or business setting
- Managing third-party technology suppliers and contracts, including negotiation and performance management
- Leading teams and developing people

Desirable:

- Experience within a Multi Academy Trust, local authority, or other public sector education environment
- Experience advising on or governing the use of new and emerging technologies in an organisational setting
- Familiarity with DfE procurement frameworks and public sector buying standards

Knowledge

- Strong working knowledge of UK education technology compliance, including the DfE Digital Standards, KCSIE online safety requirements, and monitoring and filtering obligations
- Practical understanding of data protection, GDPR, and information governance in a school or public sector context
- Working knowledge of cyber security frameworks, including NCSC Cyber Essentials
- Understanding of Microsoft 365 administration, endpoint management, and network infrastructure

Skills

- Ability to communicate clearly with non-technical leaders and trustees, both in writing and in person
- High levels of personal and professional organisation, integrity, discretion, and confidentiality
- Comfortable operating at both a strategic and operational level depending on what the situation requires

5. Working Arrangements

Vision MAT is open to discussing flexible and hybrid working arrangements with the right candidate. We recognise that a role at this level benefits from a combination of on-site presence and focused strategic work, and we are prepared to have that conversation.

6. Safeguarding

Vision MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check. In line with statutory guidance, online searches will also be conducted as part of the pre-employment due diligence process. All appointments are subject to the receipt of satisfactory references and verification of the candidate's right to work in the UK.