



**MOUNTS BAY
ACADEMY**



Digital Operations Team Leader

APPLICATION PACK



Proud member of the Leading Edge / Academies Partnership

Digital Operations Team Leader

Salary scale: H £26317.00 - £30607.00

Contract Type: Full Time

Contract Term: Permanent 52 weeks

An exciting opportunity has arisen for a Digital Operations Team Leader at Mounts Bay Academy to join our supportive and friendly team.

The role will involve working with staff to provide an effective digital provision and infrastructure. The successful candidate will work flexibly with the Digital Operations team and service providers to assist all stakeholders with technical issues and provide solutions in a timely manner. This is a highly rewarding and valued role within our academy community that sits at the heart of our provision for pastoral and academic care.

You should be incredibly organised, efficient, personable and committed. This is a fantastic opportunity for someone wanting to take their career forward in a forward-thinking Academy that is part of the Leading Edge Academies Partnership.

Application forms and information packs are available via our school website or upon request by telephoning the Academy.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information, please contact Malvina Jenkin HR Manager at Mounts Bay Academy

☎ 01736 352399 or email: mjenkin@mountsbayacademy.org

Closing date for applications: 08/07/2024

Start: ASAP

Please return all application forms to Mrs Malvina Jenkin, HR Manager.
The successful candidate will undergo reference checks with previous employers and will be subjected to an enhanced DBS disclosure check.

Welcome to the Leading Edge Way



I would like to start by wishing you a warm welcome to 'Leading Edge'. We are currently a group of six distinct and unique schools located in beautiful coastal and island settings in Cornwall and the Isles of Scilly. We are lucky to include a mix of primary and secondary schools, as well as an all-through school with boarding provision and off island bases. This diversity makes for a dynamic and varied perspective.

The Trust achieves its vision and mission through co-construction, with everyone empowered to shape the future and contribute towards the Trust's success. We do this while embracing the distinctiveness of each school and holding children at the heart of every decision we make. The Central Team, on behalf of its schools, is driven by integrity and keeps a close eye on the 'value added' that being part of Leading Edge brings. We put fun, happiness and caring relationships at the heart of Trust and school development.

Our schools share a vision, are values driven, like-minded, and passionate about empowering children, young people, and adults to reach their personal best. All our schools strive for a curriculum which inspires and offers something for everyone; it offers breadth through wide ranging and extraordinary opportunities and prepares our pupils for their future. Digital technology is used to support teaching pedagogy, reduce teaching workload and enhance accessibility for all pupils.

We may be situated in the most south-westerly part of the UK, but this does not stop us from being a forward thinking and outward looking team. Within our 'Trust offer' runs a thread of local, regional, national, and international networks, which support both personal and school development.

Leading schools is one of the most fulfilling and enjoyable jobs, but it is easy to get swept up in the complexities of statutory and legal responsibilities. Leading Edge strives to support schools by having sound operational systems and processes in place, giving school leaders the freedom to do what they do best and most

importantly, to sleep at night. We embrace collaboration where it adds value although equally, celebrate the uniqueness of our schools and support their individuality.

We recognise that strong governance across the Trust is fundamental to its success. We have an excellent body of Trustees in place with wide ranging skills and experience. The Trust board is ultimately accountable but can't know everything, therefore each school has its own Local Academy Committee (Board of Governors) who are the vital 'local lens' for their school.

So, what does the Leading Edge way look like?

We have created a visual map to illustrate the many ways Leading Edge can add value to your school, building on individual successes and facilitating further opportunities for educational excellence. We'll provide the systems and people that will support your school to continue to shine.

Kelley Butcher

Chief Executive Officer

Dear Applicant

Thank you for expressing an interest in the post of Digital Operations Team leader. I hope you find this information pack helpful and that, in due course, we shall receive an application from you.

Mounts Bay's reputation for excellence has grown from over half a century of generating new ideas, encouraging divergent thinking, and nurturing a learning community of highly motivated staff and students.

We are passionate about developing talent and have created an environment where everyone is empowered to exceed their true potential. We pride ourselves in fostering a natural ability, ambition, and confidence in students to become forward thinking, highly employable entrepreneurs who drive creativity and inspire new levels of academic and professional success.

Secondary education is a key stage in the life and development of each young person and so we aim to work together with parents and carers to support the children; enabling them to develop and grow within our community and in building together a real sense of identity within Mounts Bay Academy

The Academy is committed to a leadership approach at all levels. We are all empowered to make a difference in terms of the school's ability to address its core purpose. We encourage creative planning to challenge and inspire both students and staff alike.

Mounts Bay Academy is an exciting place in which to work. We always seek to appoint new colleagues who enjoy challenge and believe that they can contribute in helping us improve what we offer our students.

I look forward to hearing from you.

Yours sincerely,



Simeon Royle
Principal

Application

If you wish to apply, please either email your application to Malvina Jenkin, HR Manager at mjenkin@mountsbayacademy.org (copies of all the details are available online on our website under the 'Vacancies' section) or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application is successful within 2 weeks of the closing date.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our [Safeguarding and Child Protection Policy](#) can be found on our website www.mountsbay.org.

Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
Cornwall
TR18 3JT

Phone: 01736 363240

Web: www.mountsbay.org

Post Title:	Digital Operations Team Leader
Purpose:	Effective provision and operation of systems hardware and software across a hybrid Apple/Microsoft working environment. Accountable for Apple and Windows operating systems and software which support the school's infrastructure (onsite and cloud based): Apple, Windows and Applications that support Asset Management systems such as JAMF, Active Directory and Salamander.
Reporting to:	Assistant Principal Digital Provision
Liaising with:	Principal/Vice Principals, Teaching/Support Staff, Governors, Parents, Students
Working time:	52 weeks. Full-time. May require occasional evenings and weekends
Salary/Grade:	H
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Main tasks	Effective provision, installation/configuration, operation and maintenance of systems hardware and software. The specific nature and balance of these responsibilities will vary according to the needs of the Academy. A point of contact for day to day issues
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Specific Core Duties

- Line Management of the Digital Operations Team to ensure system hardware, operating and software systems and relevant procedures adhere to organisational requirements and values.
- Adhere to Academy IT strategy.
- Assist all stakeholders with technical issues and provide solutions.
- Train and advise staff in use of information systems, including ongoing training, INSET days and new staff inductions
- Manage daily operation of the department with workflow, training and effectiveness
- Oversight of the school's software packages and communication platforms including Edulink One, Firefly, Seesaw, CPOMS, PowerBi, Office 365 and ParentMail.
- Perform daily system monitoring
- Work with support companies to maintain servers, hardware etc in accordance with standards and operational requirements.
- Perform daily back up operations ensuring all required systems and data are backed up as per necessary procedures.
- Manage staff user accounts and create, change and delete on platforms and systems
- Respond to, repair and recover from hardware or software failures.
- Devise development plan to support school's strategic goals.

General Duties

- To build and maintain supportive relationships with staff.

- Develop and implement technology training plan
- Create a digital bank of 'How To Guides' for staff
- To be aware of the confidential issues related to safeguarding and child protection matters and to share accordingly in line with Academy safeguarding procedures and GDPR regulations.
- To contribute to the overall ethos and aims of the Academy.
- To behave professionally and within the ethos of the Academy.
- To engage with existing ICT programmes as used throughout the Academy
- To communicate professionally and appropriately with stakeholders.
- Research innovative approaches/best practice for digital operations and make recommendations and identify economies of scale.

Other Duties

- To attend meetings and school-based INSET as required.
- Other tasks as directed by the Assistant Principal Digital Operations, Vice Principals or Principal.
- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

As a restorative organisation we

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Person Specification

Essential	Desirable	Demonstrated By
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection		Application Form / Interview
Experience of managing a team of people.	Degree or other relevant qualification	Application Form
	Experience of working in an educational setting	Application Form / Interview
Attainment of GCSEs Grade 5 / NVQ Level 2 or above in English and Maths (or able to demonstrate equivalent levels of numeracy and literacy)		Application Form
Good listening and communication skills		Application Form / Interview
ICT skills – able to support student and staff learning through the use of ICT		Application Form / Interview
Working knowledge of implementing relevant learning programmes	Experience of management information systems (e.g. Arbor, PowerBi)	Application Form / Interview
Ability to problem solve and make decisions		Application Form / Interview
Practical skills relating to planning and utilising individual learning programmes		Application Form / Interview
	Experience of training staff and providing guidance	Application Form / Interview
Self-motivated, able to lead and motivate a team		Interview
An interest in students with the ability to relate well to children and adults		Interview
Ability to work to deadlines and methodical approach to work		Interview
Ability to be proactive and to show initiative in terms of carrying out tasks and managing time		Interview