

Elm Tree Multi Academy Trust

Recruitment Information Pack



Trust Network Manager

Based at North Leamington School



An overview of Elm Tree Multi Academy Trust



Dear Applicant

Thank you for your interest in joining Elm Tree Multi Academy Trust.

Founded in 2022, Elm Tree Multi Academy Trust currently comprises North Leamington School and Telford Junior School. As a growing Trust, we are committed to working collaboratively to deliver excellence and enrich the lives of the young people and communities we serve.

Our schools provide a strong and inclusive all-through educational experience, from primary to sixth form, with a shared ambition to support every learner to achieve their full potential. North Leamington School is a highly successful and oversubscribed secondary school with a thriving sixth form, while Telford Junior School provides a nurturing and engaging environment for younger learners and plays a key role in our local community.

Across the Trust, we are united by a clear moral purpose: to provide the highest quality education while supporting the personal development, wellbeing and aspirations of every student. Our schools retain their individual identity and values, but are aligned in their commitment to high standards, inclusivity and continuous improvement.

We believe schools are at the heart of their communities, and we are proud to work in partnership with families, governors and external organisations to deliver the best possible outcomes. As we continue to grow, collaboration, innovation and shared expertise will be central to our success.

We are looking for colleagues who share our commitment to excellence and who are motivated to make a meaningful contribution to our Trust. In return, we offer the opportunity to work in a supportive and forward-thinking environment where you can make a real difference.

Thank you again for your interest in this role. We hope this pack provides you with a helpful insight into our Trust and the opportunity on offer.

Kind Regards

Mr Mike Lowdell

CEO of Elm Tree Multi Academy Trust & Head Teacher of North Leamington School



For further information about our Trust, please take a look at our website: -

Elm Tree Multi Academy Trust / www.elmtreemat.co.uk

Our Schools

North Leamington School

North Leamington School is a highly successful and oversubscribed secondary school with a thriving sixth form, known for delivering strong outcomes at both Key Stage 4 and Key Stage 5. The school offers a broad, ambitious and inclusive curriculum within a well-resourced and modern learning environment. It is supported by a dedicated and highly skilled staff team committed to achieving the best possible outcomes for all students.

The school has a strong reputation within the local community and a clear focus on high expectations, student achievement and personal development. As part of Elm Tree Multi Academy Trust, it plays an important role in supporting students' progression and contributing to a high-quality all-through educational experience.

For further information about this school, please take a look at the website: -

[North Leamington School - Home](#) / www.northleamington.co.uk

Telford Junior School

Telford Junior School is a large and well-established Junior school for pupils aged 7–11, providing a nurturing, inclusive and engaging learning environment. The school is committed to supporting every child to achieve their full potential through a broad and balanced curriculum that promotes both academic success and personal development.

As a key partner within the Trust and a main feeder school to North Leamington, Telford Junior School plays an important role in supporting pupils' transition into secondary education. The school places a strong emphasis on its core values and on creating a positive, supportive community where pupils feel safe, confident and ready to learn.

For further information about this school, please take a look at the website: -

[Telford Junior School - Home](#) / www.telfordjunior.co.uk

Job Opportunity

Job Title:	Trust Network Manager
Opportunity:	<p>We are seeking an experienced and forward-thinking IT leader to take ownership of digital infrastructure and IT strategy across Elm Tree Multi Academy Trust.</p> <p>This is a pivotal leadership role, working closely with Senior Leadership Teams to shape and deliver a high-quality, secure and sustainable IT service across the Trust. As we continue to grow, you will play a key part in aligning systems across schools, improving service delivery and driving forward our digital and technology strategy.</p> <p>Key Priorities of the Role</p> <ul style="list-style-type: none">• Lead the development and delivery of a Trust-wide IT and digital strategy• Align and standardise IT systems, processes and infrastructure across all schools• Ensure robust cyber security, data protection and disaster recovery arrangements• Improve IT service delivery, user experience and support provision• Plan and deliver infrastructure upgrades and future technology roadmap• Support the Trust's growth by integrating new schools and systems effectively <p>You will be responsible for the development, management, implementation and maintenance of all IT systems (curriculum and administrative) across the Trust.</p> <p>Working across all schools in the Trust, you will:</p> <ul style="list-style-type: none">• Lead and manage the Trust's IT infrastructure, systems and services• Provide leadership and direction to the IT support team• Advise senior leaders on IT strategy, investment and risk• Ensure compliance with GDPR, cyber security and relevant legislation• Oversee hardware, software and network performance across all sites• Manage budgets, procurement and supplier relationships• Support the Trust's long-term development through strategic planning and innovation
Reporting To:	Chief Financial Officer (CFO)
Working Relationships With:	Senior Leadership Team, all Teaching and Support staff, external suppliers, advisers and partners.
Location:	Based at North Leamington School (but working across all Trust schools) Sandy Lane, Blackdown, Leamington Spa Warwickshire CV32 6RD

Salary & Hours:	<p>Permanent Role 37 hours per week 52 Week Contract Salary Band L to N, Points 26 to 32 (£41,771 to £48,226) (Starting on Point 26 – actual salary starting at £41,771 per annum)</p> <p>Required for early September 2026</p>
What We Offer:	<ul style="list-style-type: none">• An opportunity to shape IT strategy across the Trust• Exposure to multi-site environments and transformation work• A fantastic modern school environment with a strong team culture• A very generous pension scheme and access to a range of health and wellbeing services• A first-class commitment to developing individuals through personalised CPD programmes• An easily accessible location with plentiful onsite parking

Job Description

Title of Post:	Trust Network Manager
Location:	Based at North Leamington School (but working across all Trust schools)
Salary/Grade:	Scale L to N, Points 26 to 32
Hours:	37 Hours per week, 52 Week Contract
Responsible to:	Chief Financial Officer (CFO)
Purpose of Job:	To lead the development and delivery of the Trust's IT and digital strategy, ensuring the provision of secure, high-performing and aligned systems that support education and operational effectiveness across all schools.

Key Tasks & Responsibilities:

Strategic Planning

- Develop and maintain a Trust-wide IT and digital strategy
- Lead on cyber security standards and associated risk management
- Plan and deliver a long-term infrastructure and cloud roadmap
- Support system alignment and integration across Trust schools
- Provide strategic advice, planning and reporting to SLT on IT development, investment and performance
- Lead major IT projects and service improvements across the Trust
- To proactively contribute to the creative innovation and delivery of IT services throughout the Academy Trust.
- To support the growth of the Academy Trust by working collaboratively across all merging schools to align systems, processes and policies

Management of Academy Trust's IT Networks

- Develop and maintain a modern, secure IT environment including cloud and hybrid infrastructure (where appropriate)
- Maintain and update IT asset records and capital replacement plans
- Maintain the Academy Trust's server infrastructure
- Manage and maintain a comprehensive backup policy
- Ensure Academy Trust networks are operational (including home access) and resolve failures in hardware and software
- Manage active network components.
- Maintain internet filtering systems.
- Devise and implement improvements to the Academy Trust back-up, virus protection and security policies.
- Assess risks and develop recovery procedures for key IT systems; identify failing systems and suggest solutions.
- Check and maintain the Academy Trust's IT resources for safe and effective use
- Ensure that the Academy Trust complies with Health & Safety legislation in relation to IT hardware and usage

- Ensure that the Academy Trust complies with legislation, regulation and best practice principles in matters relating to data protection, computer misuse, copyright, cyber security etc.
- Lead from an IT perspective to ensure full compliance with the GDPR (General Data Protection Regulations).
- Support with the regular review of the Academy Trust's disaster recovery plan.
- Lead and continuously improve IT service delivery, ensuring high levels of user satisfaction across all Trust schools
- Ensure accurate recording of support requests, outcomes and time taken in the support log.
- Produce and analyse reports on support requests for management purposes; advise the Academy Trust's leadership team on possible training activities based on support log analysis.
- Maintain and extend personal expertise in specific areas of IT to provide appropriate advice and support.
- Stay up to date with published materials about the educational use of IT and utilise this knowledge proactively.
- Maintain up to date professional knowledge of developments in technology and its application within education
- Maintain access to and provide support for Academy Trust management and information systems such as SIMS, Go4Schools, Visitor and Building Management systems.

Budget Management

- Purchase consumables and maintain stocks following Academy Trust procedures.
- To Manage the IT budgets, ensuring that all activity is in line with budget expectations
- To ensure that all expenditure is managed, executed and approved in accordance with the Academy Trust finance procedures and in accordance with the finance policy

People Management

- Lead, develop and manage the IT Team, setting clear expectations and driving high standards of delivery
- Build a collaborative, customer-focused culture within the IT function

General Requirements

All Elm Tree Multi Academy Trust staff are expected to:

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the Staff Behaviour Policy or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time
- Work towards and support the Trust's vision and objectives
- Be aware of, and follow the Safeguarding and Child Protection Policy
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and promote positive and courteous working relationships with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either in-house or externally

Context of Post

This post should be seen in the context of Trust's strategic priorities, school improvement plans, and the latest OFSTED Inspection Report.

Renegotiation

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

Safeguarding Statement

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Skills & Knowledge:

	Essential	Desirable
Holds a full UK driving license	✓	
Educated to Degree Level in a relevant ICT Discipline or demonstrate equivalent knowledge based on experience	✓	
Ability to apply knowledge to a school environment	✓	
Capacity to scrutinise and update policies and produce reports for Senior Leadership Team and Governors	✓	
Strong Infrastructure background (networks, servers, cloud)	✓	
Ability to manage and support enterprise IT infrastructure including Windows Server, Active Directory, Device Deployment and Network services	✓	
Knowledge of Data Protection and the implications of GDPR	✓	

Experience:

	Essential	Desirable
Experience of developing and delivering IT strategy	✓	
Experience of working across multiple site organisations		✓
Experience of providing technical support in a customer facing environment	✓	
Experience of supporting school server-based applications (e.g. SIMS)		✓
Experience of managing projects and seeking out new solutions for improved value	✓	
Experience of financial management and budget monitoring		✓
Proven experience of leading and developing technical teams		✓
Experience of managing complex IT environments		✓

Attitude & Approach:

	Essential	Desirable
Excellent interpersonal and communication skills (including written, oral and presentation skills): able to influence and persuade, but also to listen and learn	✓	
Ability to lead, motivate, and manage teams within a large organisation	✓	
A pro-active, problem-solver who looks for solutions and innovations	✓	
Ability to work effectively with colleagues at different levels	✓	
Excellent organisational, prioritisation and time management skills	✓	
Ability to influence senior stakeholders and drive change		✓

How To Apply

Closing Date:	Thursday 2 nd July 2026 at 9:00am
Interviews:	Interviews are expected to take place shortly after the closing date; however, we may interview candidates on application. Therefore, we encourage you to apply at your earliest opportunity.

All applications must be completed and submitted online or by emailing to:

hr@etmat.co.uk

Alternatively post your application to:

**Human Resources
North Leamington School
Sandy Lane
Blackdown
Leamington Spa
CV32 6RD**

Alternatively, you can apply via the TES portal online.

If you have any queries regarding the application process, please contact Brian Langley - Trust HR Manager or Eleanor Hancox - HR Officer on:

T: 01926 338711 Ext 8488 / Ext 8408

E: hr@etmat.co.uk

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are made subject to receipt of a completed application form, satisfactory references, an enhanced DBS disclosure, online search checks and the right to work in the UK.