JOB DESCRIPTION
SCEP IMPLEMENTATION MANAGER

Location:	Foundation Office, Edgbaston Park Road, Birmingham, B15 2UD
Accountable to:	Head of Digital Systems
Direct reports:	None
Hours of work:	3 days per week, 2-year Fixed Term

Purpose of the role

The Schools of King Edward VI in Birmingham ("the Foundation") is one of the most significant educational charities in this country. King Edward's School was founded in 1552, and now in the 21st century the Foundation runs fourteen schools – two independent fee-paying schools, six selective academies and six non-selective academies, and there are plans for ongoing growth.

Purpose of the Role:

The purpose of the SCEP Implementation Manager role is to be a part of the team delivering the King Edward VI Foundation's digital transformation programme. This role is pivotal in ensuring a smooth and efficient transition of schools from either Google or Microsoft platforms to the single central Microsoft 365, platform which is the backbone for the Foundation's digital operations. The specialist will collaborate closely with school-based project teams, following an implementation programme, approved by the Foundation Digital Transformation Steering group, to onboard to users, data and devices of schools.

Principal responsibilities and duties

- Oversee the onboarding of schools onto the Foundation's single, shared Microsoft 365 tenant, adhering to the Board approved implementation framework.
- Act as the main point of contact for the 3rd party implementation partners, ensuring project tasks related to Microsoft transition are completed.
- Support schools to decouple from legacy systems or solutions.
- Ensure onboarded schools are incorporated into Barracuda the organisations backup and enhanced email protection solution.
- Review and predict where challenging aspects of migration may occur and implement solutions to resolve them,
- Support school staff with ensuring their resources in each current school tenancy are available and accessible in the new single central tenancy.
- Provide ad hoc support to school-based technical leads and digital champions on leveraging Microsoft applications.
- Facilitate training and support for school staff on new Microsoft 365 services and features.
- Ensure individual school requirements are catered for within the central platform.
- Lead on testing and issue resolution during the proof-of-concept phase and subsequent school onboarding.

General responsibilities and duties

- To develop a clear understanding of the Foundation's vision, mission and strategic aims and to actively support these.
- To remain up to date with the Foundation's policies, procedures and code of conduct and always uphold these.
- To remain committed to the safeguarding of all of our students.

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- To identify and undertake relevant training to enable continuing professional development, where resources allow.
- To prepare for and proactively engage in the performance review cycle with your line manager.
- To attend appropriate internal and external meetings, as directed by your line manager.
- To undertake such other duties as are agreed as being in keeping with the general nature of the job and its grade.

The post holder may be required to occasionally travel off-site and occasionally work some evenings. The successful candidate will be required to fulfil an enhanced Disclosure and Barring Service (DBS) check. This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

It is the responsibility of the post holder with the support of their Line Manager to keep abreast of digital technology through continuous professional development.

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Person Specification	
Essential	**Desirable**
Knowledge and experience	
Implementing and configuring key Microsoft applications and services, including: domain creation and setup for a complex organisation, InTune, SharePoint, Teams, OneDrive, Outlook.	Knowledge of infrastructure, software solutions, Microsoft Server technologies, networking, security, and storage systems.
Experience of managing organisation-wide IT projects and engaging with key stakeholders. Experience of contributing to a process improvement or change project.	Demonstrable experience of working in an IT/technical management environment within an organisational setting.
Experience of managing contracts with suppliers.	Education sector experience.
Technical IT skills.	
Strong communication skills.	
Strong attention to detail.	
Demonstrates a strong commitment to providing excellent customer service, with attention to task delivery, accuracy, detail, and completion.	
Good project management skills; systematic approach to problem solving.	
Training & presenting skills.	
Qualifications	
University degree in computing or related or equivalent work experience.	M365 Certified Azure Fundamentals. M365 Certified Fundamentals.
Competencies	
Building capacity Influencing and persuading Acting on integrity Delivering at pace Delivering quality Team focussed Coaching management style Proactivity Flexibility Reliable and adaptable	