



CORE
EDUCATION
TRUST



Trust Digital Lead

Permanent, Full-Time, All Year Round

Salary: Grabe 5b, Points 27 – 40, £46,731 – £49,764

Start Date: October 2025

CORE Education Trust is a values-driven multi-academy trust rich in cultural and social diversity. Responsible for four academies in Birmingham, the Trust was set up to innovate through adversity and to challenge the conventional boundaries of what is possible for our students. Motivated and inspired by the success of our students, our ambition goes beyond textbooks and whiteboards, we are proud to work with the young people of Birmingham.

This is a hybrid role based across CORE academies. You will be joining a Trust whose sole aim is to ensure that all students get the very best support, care and guidance that enables them to achieve their very best.

WHO ARE WE LOOKING FOR?

Our school is a place of possibility and we never underestimate the impact inspirational staff can have on the life chances of our students. We are seeking a dynamic Digital Lead who can demonstrate their commitment to driving up standards, expectations, and aspirations, so that staff and students regularly experience success and a sense of progression, whilst acting as a role model for staff within the department.

The successful candidate should be committed to improving the lives of the young people across the Trust.

WHAT WE OFFER

The successful candidate will be joining a vibrant learning community with national award-winning credentials. The Trust works collaboratively with leaders to ensure our CORE Values are promoted, embodied, and celebrated by all the staff and children in our schools. You will:

- be given the opportunity to engage with cross-trust activities that connect students and staff to their wider family of schools/peers across the city. This includes programmes such as the award-winning Echo Eternal Holocaust memorial arts initiative and The COREus Choir.
- be provided with a provision of support and training to foster a positive culture of wellbeing for all students and staff.

CC
23 Langley Walk, Edgbaston,
Birmingham B15 2EF

0121 389 2824
enquiry@core-education.co.uk

CEO: Joanne Tyler

www.core-education.co.uk

X @COREeducate Instagram @COREeducate

CORE EDUCATION

Company Number 07949154
A Charitable Company Limited by Guarantee

We place a strong emphasis on supporting and encouraging personal development, which includes:

- a CPD strategy that is designed to support the career aspirations of all staff to help them realise their potential.
- access to experienced mentors who have a strong track record of developing staff.

This is an exciting time to join the trust. We have a well-established outward facing ethos as a forward-thinking family of schools guided by a vision underpinned by optimism, ambition and oneness.

ADDITIONAL INFORMATION & HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Recruitment via recruitment@CORE-education.co.uk.

For more information visit our website, [CORE Education Trust](https://www.core-education.co.uk)

To apply for this role, please complete and submit a [Support Staff Application Form](#) Application Form to the Recruitment Team.

CORE Education Trust are committed to inclusive and equitable recruitment practices. As part of our recruitment process, we reserve the right to close this advert early where appropriate. We therefore encourage early applications from all interested candidates.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants. [Safeguarding - CORE Education Trust](#)

CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

JOB DESCRIPTION

Job Title:	Trust Digital Lead	Reporting to:	Head of Data and Systems
Location:	Based across CORE academies, some home-working by agreement	Annual salary:	Grade 5b – point 37 - 40
Contract type:	Permanent	Hours of work:	Monday – Friday Full-time (all year round)

Job Purpose and Responsibilities

The Trust Digital Lead is a strategic leader responsible for shaping and delivering the digital vision across CORE Education Trust. The role will lead the development of digital infrastructure, modernise operational systems, and drive technological innovation to benefit students, staff, and schools across the Trust.

This post-holder will:

- Architect and manage a robust SharePoint and Microsoft 365 infrastructure across the Trust.
- Lead on the development of digital services, portals, and intranet systems.
- Reduce workload and duplication by streamlining workflows and automating core functions.
- Champion the integration of AI and EdTech tools to support teaching, learning, and administrative efficiency.
- Promote cross-departmental collaboration and foster a culture of digital engagement and improvement.

MAIN DUTIES AND RESPONSIBILITIES:

Digital Infrastructure Leadership

- Develop and maintain Trust-wide SharePoint, Teams, and OneDrive architecture.
- Design bespoke intranet and portal solutions for students, staff, and leadership.
- Implement information governance, access control, and data retention structures.

Digital Strategy & Transformation

- Modernise operations using digital technologies to simplify processes and reduce workload.
- Identify and roll out digital tools that drive efficiency and improve user experience.
- Lead Trust-wide digital projects from concept through delivery and review.

AI and EdTech Integration

- Develop and embed the Trust's AI strategy—ensuring GDPR compliance and ethical usage.
- Pilot AI tools such as Copilot to support lesson planning, reporting, and student engagement.
- Oversee the procurement and implementation of EdTech platforms for teaching, assessment, and CPD.

Managing Emerging Digital Projects

- Lead and deliver new digital projects as directed by the Executive Team.
- Ensure projects align with Trust priorities and are delivered on time.
- Adapt to emerging technologies and evolving organisational needs.
- Collaboration and Training
- Enhance collaboration across departments and schools using M365 tools.
- Design and deliver engaging digital training for all staff levels.
- Build a community of digital champions across schools to support adoption and best practice.

Efficiency and Cost-effectiveness

- Deliver measurable cost savings by reducing duplication and enhancing systems interoperability.
- Support value-for-money tech procurement and vendor management.
- Evaluate system impact and ensure return on investment for digital initiatives.

Monitoring and Compliance

- Track uptake, satisfaction, and performance of digital systems and AI tools.
- Report regularly to the Executive Team and Trustees on digital strategy delivery.
- Ensure compliance with safeguarding, GDPR, and cyber security standards.

Other Requirements

- To promote and safeguard the welfare of children and young people.
- To act in accordance with the Trust's values, policies, and improvement priorities.
- To undertake any other duties as reasonably required by the CEO/Executive Team.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Both can be accessed via the post holder's line manager and must be observed.

Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing

post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	24/07/2025
Job Description Reviewed by:	Director of Education & HR



PERSON SPECIFICATION

Job Title:	Trust Digital Lead	Reporting to:	Head of Data and Systems
Salary:	Grade 5b – point 37 - 40	Location:	Based across CORE academies, some home-working by agreement

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications		
• GCSE English and Maths (grades A*-C) or equivalent.	X	
• Degree in IT, Digital Media, EdTech or related field	X	
• Experience delivering SharePoint-based intranet systems in multi-site organisations	X	
• Demonstrable success in digital transformation, workload reduction, and collaboration improvement	X	
• Proven ability to lead system rollouts, train staff, and manage change	X	
• Microsoft Certified (SharePoint, Power Platform, Copilot), PRINCE2, Agile		X
Experience, Knowledge, Skills/Competencies		
• Strong understanding of M365 (Teams, OneDrive, Forms, Power Automate)	X	
• Excellent interpersonal, communication, and stakeholder management skills	X	
• Ability to lead and motivate others across a multi-school organisation.	X	
• A commitment to equity, diversity, and inclusion in education.	X	
• Experience working within a MAT or educational setting		X
• Experience embedding AI and EdTech into teaching/learning		X
• Familiarity with MIS and integration tools		X
• Knowledge of Power BI, Copilot and other applications in education		X

• Strategic thinking and innovation leadership		X
Personal Attributes		
• Passionate about improving outcomes through digital innovation	X	
• Ability to prioritise workload and multi-task.	X	
• Excellent communication skills (including written, oral and presentation skills).	X	
• Excellent interpersonal skills.	X	
• A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme.	X	
• Commitment to inclusion, safeguarding, and ethical AI		X

How to apply
<p>For further information about this exciting opportunity, or an informal discussion please contact recruitment@CORE-education.co.uk</p> <p>Only those applicants submitting a CORE Education Trust Application Form will be considered. Please note that we do not accept CVs.</p> <p>To apply for this role please submit your expression of interest to recruitment@CORE-education.co.uk by noon on 4th August 2025.</p> <p>For more information visit our website, CORE-education.co.uk/work-with-us</p> <p>CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.</p> <p>CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.</p>
<p>CORE Education Trust, Naseby Road, Alum Rock, B8 3HG</p> <p>0121 389 2824 • enquiry@core-education.co.uk</p> <p>Group CEO: Adrian Packer CBE</p> <p>CEO: Jo Tyler</p> <p>  @COREeducate  @COREeducate </p>