# Profile:

**Ambitious and highly motivated professional with a track record of delivering improvements in performance. Experienced in team leadership and development, I communicate effectively across all levels and am passionate about applying skills gained in education to achieve high standards and efficiency in the commercial sector. Recent 360 degree feedback demonstrates ‘I can formulate strategic goals and objectives’, ‘can delegate efficiently and appropriately’ and ‘am pro-active, responds to opportunities, solves problems and plans for action’.**

# Qualifications:

## September 2008 – June 2010 University of Brighton **BA (Hons) in IT with QTS (First Class)**

## September 2007 – June 2008 University of Brighton **FDSC in Computing (Computer Games Development)**

## September 1999 – August 2001 Manchester and South Wales **Pais Project Youth work training**

## September 1997 – July 1999 Lincoln College, Lincoln **GNVQ Advanced in Information Technology**

## September 1992 – June 1997 Queen Elizabeth’s Grammar School, Alford, Lincolnshire **9 GCSE’s**

# Work history:

## September 2014 – Present All Saints’ Catholic Academy, Mansfield **Head of IT & Computing**

## May 2011 – August 2014 Ratton School, Eastbourne **Head of IT, Business & Computing**

## September 2010 – April 2011 Ratton School, Eastbourne **Teacher of IT**

# Professional Achievements:

* Extensive knowledge and capability in Microsoft and Adobe software e.g. Word, PowerPoint, Access, Excel, Photoshop, Flash, InDesign, HTML/CSS in Dreamweaver & WordPress, Captivate, Audacity. Basic understanding of Python & Java programming.
* Working closely with network manager in an environment that uses Microsoft Exchange Server, Local Area & Wireless Networks, VPN, RDC, Microsoft & Linux servers, Active Directory, Backup solutions, SQL Databases and VOIP systems.
* Performance management of staff using structured reviews and feedback, engaging the team to be part of the shared vision and contribute fully to achieving goals and targets. Experience of challenging underperformance, creating action plans and ultimately managing an employee out of the organisation.
* Build and maintain strong working relationships within my team, with senior leaders and external stakeholders.
* Managing budgets and delivering within target.
* Ability to deal confidently and competently with difficult situations and confrontation.
* Planning, organisation, record keeping, working to deadlines and working well under pressure.
* Excel in communicating at all levels, from leading one-to-one sessions to presenting to large groups of people with confidence.
* Skill to work with and analyse data to inform accurate planning and decision making.
* Designing, writing and producing course material and resources using a variety of media where learners are engaged and motivated to learn.
* Professional delivery of training material suitable for the audience.
* Ability to explain principles clearly, check understanding and further elaborate complex concepts to ensure each learner can achieve realistic outcomes.
* Using feedback to develop and improve training material in order to deliver bespoke solutions.
* Mentoring and coaching staff and trainees.
* Leadership of working parties and development sessions to further the use of IT and improve software capability amongst colleagues. Creative thinking to produce well received resources and presentations on a regular basis.
* Delivering exceptional academic and vocational exam results year on year often with challenging resource and timescale.

# Other achievements and awards:

December 2015 PRINCE2 Foundation & Practitioner (commenced)

March 2014 Outstanding Teacher Programme

January 2014 Education Consultant - Specialist Leader in Education  
April 2013 Leadership Development Programme

July 2012 Coaching at Work Programme

# Interest and hobbies:

I enjoy sport, particularly watching tennis and attending local and international tournaments. I am a member of a city Church and enjoy spending time with my family, listening to music, cooking, home improvements, brewing beer and eating out.

# References:

**Mr Paul Greig - Head Teacher Mrs Ruth Farrall - Deputy Head & Line manager**

**All Saints' Catholic Voluntary Academy All Saints' Catholic Voluntary Academy**

**Broomhill Lane Broomhill Lane**

**Mansfield Mansfield**

**Nottinghamshire Nottinghamshire**

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