

CANIDATE PACK

Digital Solutions & Automation Engineer



Start date:
ASAP

Location:
The Walnuts, Orpington
BR6 0TE

Part of

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

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Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

Post Title: Digital Solutions & Automation Engineer

Grade / Salary: Bromley Harmonised payscale 40 - 43

Hours: Full time, 37 hours per week

Responsible to: Group Infrastructure & Operations Manager

Location: Group-wide role supporting London South East Colleges, London South East Academies Trust and the Elevare Education Foundation

Help shape the future of education through AI, automation and digital innovation.

Are you passionate about using technology to solve real-world problems?

Do you want to develop intelligent solutions that reduce administrative workload, improve decision-making and transform how education organisations work?

We're looking for an experienced Digital Solutions & Automation Engineer to join our growing Digital Services team. This is an exciting opportunity to help deliver the Elevare Civic Education Group's Digital Strategy, leading the practical implementation of automation, artificial intelligence and modern data solutions across our College, Trust and Foundation.

Working with colleagues across the organisation, you'll design innovative solutions using Microsoft Power Platform, Microsoft Copilot, Dataverse, Power BI and Microsoft Purview to improve services, strengthen information governance and support smarter ways of working.

This is an opportunity to make a genuine difference by helping thousands of learners, pupils and colleagues benefit from modern digital technologies.

The Digital Solutions & Automation Engineer is a specialist technical role responsible for the development, implementation and support of automation, artificial intelligence, low-code applications, information governance and data solutions across the Elevare Civic Education Group.

The postholder will lead the practical delivery of the Group's Responsible AI & Automation agenda, working with colleagues across the College, Trust and Foundation to reduce administrative workload, improve organisational efficiency and enhance access to information through Microsoft Power Platform, Microsoft Copilot, Dataverse, Power BI, Microsoft Purview and related technologies.

The role supports delivery of the Group Digital Strategy 2026–30 and provides specialist capability in automation, AI, integration

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Key Responsibilities

- Design, develop and maintain automation solutions using Microsoft Power Automate.
- Build and support business applications using Microsoft Power Apps and Dataverse.
- Support implementation and adoption of Microsoft Copilot technologies.
- Develop practical AI use cases delivering measurable workload reduction and service improvement.
- Develop dashboards, reports and visualisations using Power BI.
- Design integrations between Microsoft 365, business systems and cloud platforms.
- Support API-based integrations and interoperability between systems.
- Support implementation and administration of Microsoft Purview capabilities.
- Develop and maintain data governance, classification, retention and information protection controls.
- Support Data Loss Prevention (DLP), sensitivity labelling, records management and compliance activities.
- Contribute to Project Mayflower and the Data & Insight Programme.
- Deliver training, guidance and support materials for staff.
- Maintain appropriate documentation, standards and governance controls.
- Ensure solutions comply with information security, cyber security and data protection requirements.



Person Specification – Essential

- Experience with Microsoft Power Platform (Power Apps, Power Automate).
- Experience working with Microsoft 365 technologies.
- Experience analysing and improving business processes.
- Experience delivering automation and digital transformation solutions.
- Experience gathering business requirements and translating them into technical solutions.
- Experience with Microsoft Purview or equivalent information governance technologies.
- Understanding of data governance, information lifecycle management and data protection requirements.
- Excellent communication and stakeholder engagement skills.
- Strong analytical and problem-solving skills.

Person Specification – Desirable

- Experience with Dataverse and Power BI.
- Experience with Microsoft Copilot technologies.
- Experience implementing Purview DLP, Information Protection, eDiscovery or Data Lifecycle Management.
- Experience with APIs and systems integration.
- Experience within education or the public sector.
- Relevant Microsoft certifications.

Personal Qualities

- Innovative and curious mindset.
- Strong customer and service focus.
- Collaborative and supportive approach.
- Professional, ethical and trustworthy.
- Adaptable and open to change.
- Passion and a can-do attitude, demonstrating a commitment to delivering transformational change.
- Committed to safeguarding and organisational values.

Our Values

SUCCESS

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.




LONDON
SOUTH EAST
ACADEMIES
TRUST