



SPRINGFIELD<sup>®</sup>  
SCHOOL

IT TECHNICIAN

REQUIRED FROM SEPTEMBER 2020







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DEPENDS ON WHAT  
YOU DO TODAY



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## AN INTRODUCTION TO SPRINGFIELD

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We are a large and inclusive school with over 1100 students on roll, situated in the suburb of Drayton, to the north of the City of Portsmouth, nestled under the slopes of Portsdown Hill.

The school has an established history of excellent practice and high achievement. In October 2019 Ofsted judged the school continues to be 'Good' and commented: 'Pupils are happy and safe at this school' and 'achieve well'; 'leaders are determined to provide a high-quality education for all pupils, regardless of their ability or circumstances'.

We are a strong, aspirational community founded on positive and respectful relationships; every individual is known and supported in their learning and personal development. We aim to inspire our students with a love of learning, a desire to innovate and a sense of discovery and optimism for their twenty-first century world.

Our curriculum is rich and broad, and our commitment to promoting student leadership and co-construction means that students are actively engaged in developing the school, and shaping their own learning. Our teachers recognise individual learning styles, as well as the need to encourage independent and collaborative learning.

We aim to:

- Create aspirational students for whom success and the pursuit of excellence is an expectation.
- Empower our students to maximise their potential and develop the skills they need to live independent and happy lives.
- Provide a relevant academic curriculum which supports students to become responsible citizens, well equipped for the technological and global society in which they will live.
- Develop system leadership at all levels and ensure that it drives creativity and improvement across the school.
- Increase further the occurrence of 'outstanding' teaching across the school.

The pursuit of excellence underpins everything that we do. We aim to work closely with our different stakeholders to ensure that each and every student who comes through our door gets the very best opportunities that will set them on the path for an exciting, successful and fulfilling future. We hope you find this information pack of interest, and look forward to receiving your application.



Ms Sara Spivey BSc, MA  
Headteacher



Springfield is one of three schools currently part of The De Curci Trust, which also includes Solent Infant School and Solent Junior School. All three schools are conveniently located within walking distance of each other, and are in similar catchment areas.

The close geographical proximity allows for collaborative working across the schools, sharing best practice, and aiding transition. Through a mutual respect and shared vision:-

- We recognise that the national and local educational landscape has changed; the academies programme offers schools freedom and autonomy to develop independently.
- We see this as an opportunity; as successful schools we are committed to leading school improvement within our own organisations and across the wider system.
- We share a vision of promoting high aspirations and achieving excellent outcomes for all children; our schools are inclusive and exist to serve the children who live in the locality.
- We believe that the school learning environment should deliver a vibrant, creative and relevant education for all pupils; fostering a love of learning is central to what we do.
- We are committed to developing high quality staff and building leadership capacity across our schools; continuous professional development is an entitlement for all staff.
- We recognise that schools are different and have unique identities; our approach is to allow schools to determine their own routes to excellence within the context of their own community.
- We aspire to develop expertise across all phases of education that can be shared within and beyond our trust in order to secure school improvement for all.

[www.thedecurcitrust.co.uk](http://www.thedecurcitrust.co.uk)

The De Curci Trust, a charitable company limited by guarantee registered in England and Wales with company number 10646541. Registered office address: Springfield School, Central Road, Portsmouth, United Kingdom, PO6 1QY.

Trustees: C Batstone, A Cufley, S Hamilton, L Sinnott, D Smith, S Spivey, T Webber, L Wilby

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## PROFESSIONAL DEVELOPMENT

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We warmly welcome Teachers and Support Staff at all stages in their careers. The success of Springfield depends upon all its staff, who make the school a learning community in which people feel motivated, aspire to fulfil their potential, celebrate their achievements and learn continuously. This impacts directly on positive student achievement.

Continuing professional development has the full commitment of the Governors, the Headteacher and all staff. We are keen to maintain an ethos in which educational issues are debated and high expectations are set. We aim to identify systematically the needs of the individual, team and school and to share expertise to build the strengths within the school and across the City of Portsmouth. We seek high quality evaluation, advice and support from a range of sources as well as external validation of our work through the Challenge Partners programme.

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## SAFEGUARDING

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Springfield School and The De Curci Trust are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

At Springfield School, all staff are expected to adhere to, and ensure compliance with the School's Safeguarding Policies and Procedures at all times.

Safer recruitment practice, and pre-employment checks including DBS Disclosure at Enhanced Level and overseas checks, where applicable, will be required before any appointment is confirmed.

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## JOB DESCRIPTION – IT TECHNICIAN

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<b>JOB TITLE:</b>	<b>IT Technician</b>
<b>REPORTS TO:</b>	<b>Network Manager</b>
<b>GRADE:</b>	<b>Pay Band 5</b>
<b>SUPERVISES:</b>	<b>IT Team under direction of the Network Manager</b>

### **JOB PURPOSE:**

To assist the Network Manager in the running of the school network, and to deputise for them in their absence.

To provide technical advice and support in the practical and technical aspects of IT by preparing, providing, maintaining, organising and managing resources.

To demonstrate and teach practical skills. Servicing the lesson work of pupils in designated IT teaching areas.

To deliver IT support and learning for pupils.

### **PRINCIPAL RESPONSIBILITIES/DUTIES**

- To assist the Network Manager with hardware and software provision, software licences and essential internet security that protects children and staff
- To support training for all staff at the school and support staff in the effective use of IT equipment
- To maintain and install IT equipment, including computer and associated hardware installations. Maintain peripherals, scanners, printers, IT furniture, undertake repairs and modifications, commissioning other companies to undertake such repairs as required
- To contribute to the regular update of antiviral and security software and other system updates and packages required
- To provide an overview of IT provision to new pupils as part of their induction programme
- To update the school's website and intranet and make online curriculum resources available to staff, parents and pupils as appropriate
- To help develop a systematic and safe approach to using equipment to support key stages of the curriculum
- To prepare, assemble, set up and clear away computer equipment with appropriate software and peripherals for practical classes/examinations/assessments
- To support development of new technology in schools
- To identify the cause of faults and undertake basic repairs
- To maintain adequate data security, including regular password updates
- To respond to actual or potential hazardous situations to prevent harm to pupils, staff or others, including facilitating DSE risk assessments
- To lock up the network office and stores and secure equipment when not in use
- To demonstrate the correct and safe use of equipment to pupils and teachers
- To provide technical advice and assistance to teaching staff and pupils
- To support the delivery of training sessions for staff

- To ensure that the behaviour of pupils in designated practical/experimental areas is appropriate and conducive to safe working and operation of equipment and is conducive to learning, in particular monitoring resources within the learning centre
- To assist in planning of layout of facilities and give advice on specialised requirements in furniture, fittings and services
- To be involved in extra curricular activities (e.g. IT clubs, activities week, open days, presentation evenings)
- To monitor any problems and difficulties, reporting these to the Network Manager
- To report pupil and school issues in line with the school's policies for health and safety, child protection and behaviour management
- The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the relevant Trust/School Safeguarding Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.
- To attend staff and group meetings and training sessions as required
- To prepare and assist with setting up and facilitating Audio Visual equipment for school events such as Open Evenings and presentations

## **KEY ACCOUNTABILITIES**

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and safety at Work Act 1974 etc, the school's Health and Safety Policy and all locally agreed safe methods of work



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