Dear Applicant

Thank you for showing an interest in the IT Technician post at Portchester Community School.

We are seeking to appoint an energetic and enthusiastic individual to assist our IT Network Manager on a day-to-day basis, to ensure the smooth functioning of IT provision throughout the school.

The successful candidate will need very good interpersonal and communication skills and be confident in dealing with pupils and staff and parents on a day-to-day basis. If you match the description outlined above – then we would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions to support and inform your application.   Please contact Mr N Cousins by calling 023 9236 4366, or email n.cousins@portchester.hants.sch.uk

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher

IT Technician
Permanent, Full-time (37 hours per week)
Term-time only plus one week (40 weeks)
Actual Salary: £22,483 to £24,850 p.a.
FTE Salary: £25,628 to £28,326 p.a.
Post Start Date: Flexible
Closing Date: Noon on Wednesday 08 May 2024

We have an exciting opening for an IT Technician. The post requires you to assist the experienced and innovative Network Manager to ensure that the school has a reliable ICT infrastructure by providing technical support for ICT provision in learning, teaching, and management. The Network Manager has a wealth of knowledge to share with the successful applicant and this is a wonderful opportunity to develop into the role.

IT is high on the priority list of the school and over recent years we have invested heavily. The main aspect of the role will be to oversee and ensure that the IT provision required in school, on a day-to-day basis, is functioning smoothly for teaching and support staff, as well as pupils. Having a working knowledge of Microsoft 365 and SIMS administration will be advantageous.

We will consider applications from a college leaver or apprentice through to the more experienced University graduate and those already in a similar ICT role. The remuneration will reflect your status and experience.

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's Safeguarding Policy.

We are a growing 11 – 16 comprehensive school. Graded 'good' by Ofsted in our recent inspection, February 2024, we pride ourselves in being highly inclusive and pupil focused. We were awarded an 'Outstanding' grade by Ofsted in 'Personal Development'. We also hold the prestigious National SMSC Quality Mark Gold Award, May 2021. We are very proud of our pupils and their achievements.

We collaborate successfully with all Gosport and Fareham secondary schools to create a professional development network for improvement and future planning.

As a school, we aspire to provide the very best educational opportunities and outcomes for all our pupils.

Our talented staff give generously of their time and energy both in and out of term time. Pupils quickly learn that hard-work and investment in learning provides great pleasure and reaps dividends in the future.

If you require any further information or would like to visit the school or a conversation, please get in touch with Nick Cousins (Deputy Headteacher) n.cousins@portchester.hants.sch.uk

Our vision is to support every pupil to be a:

Successful Learner, Confident Individual, and Responsible Citizen.

The students and their families have bought into this vision and together we form a friendly and dedicated learning community.

Candidates are encouraged to contact and visit the school.
Closing date for applications: Noon on Wednesday 8 May 2024
(Please send in your application as soon as possible and we will interview as and when we receive applications for this role).
An application pack is available to be download from our website at
www.portchester.hants.sch.uk under the Vacancies section of 'About Us' tab or email
recruitment@portchester.hants.sch.uk

Completed applications are to be returned via the email detailed below.

Email – recruitment@portchester.hants.sch.uk for the attention of R Carlyle – Headteacher.

Contact details:
Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD
Telephone – 02392 364399

Portsmouth Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will form part of the pre-employment checks on shortlisted candidates.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy or maternity, religion or belief and marriage and civil partnership.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants shortlisted for interview are therefore required to declare whether they have any criminal convictions (or cautions or bind-overs) including those which are 'spent.' The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected' and are not subject to disclosure. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

https://www.gov.uk/government/collections/dbs-filtering-guidance

APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.
For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form is it important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.
When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to

monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance "Keeping Children Safe in Education", issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school's Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school's Child Protection policy and Safeguarding policies are available on request or on the school's website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the "Pre-employment checklist for Candidates" sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful   Confident   Responsible

Details about the post: IT Technician	
Salary:	Grade D. 37 hours per week. Actual Salary: £22,483 to £24,850 p.a. (FTE Salary: £25,628 to £28,326 p.a.
Contract Type:	Permanent. Term Time only plus one week (40 weeks). Monday to Friday.
Safeguarding of pupils:	
School statement:	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
Start date:	By agreement.
Terms and conditions:	
School statement:	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
Equalities Statement:	
School statement:	The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions. The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability. The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation. All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.
Information about the recruitment and selection process:	
Closing date for applications	Please email your completed application form to recruitment@portchester.hants.sch.uk by noon on Wednesday 8 May 2024. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'. If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk

Interview date:	To be advised.
Employment checks required:	
1	**Fully** completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.

ROLE PROFILE FORM

Section A

Role Profile Ref:	02014
Department/Section:	Education (Schools)
Role Title:	ICT Technician
Reports To - **(Supervisor/manager's role title) :**	Headteacher or ICT Manager/Co-ordinator
Role Purpose: (why the role exists)	To support the provision of ICT in the school, ensuring that the school's needs in relation to curriculum, and administration are met and to provide in-service training for staff

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).

Headteacher

ICT Nework Manager/Co-ordinator

Other staff in the school

ICT Technician
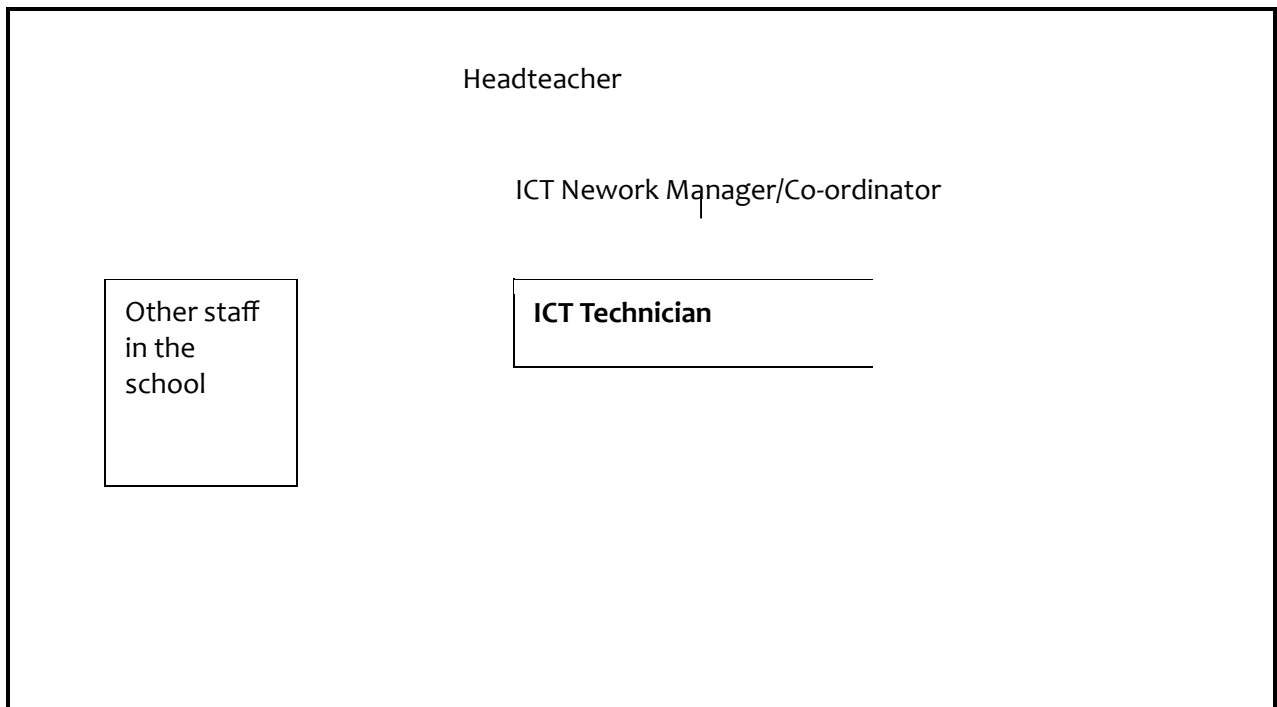
ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Equipment support	• Ensure that the school's network runs efficiently, providing technical support on hardware and software problems, investigating faults and liaising with the support company as necessary • Investigate, diagnose and provide first line maintenance in network problems, seeking assistance from EDICT or support companies where necessary, in liaison with the Network Manager or Headteacher • Ensure new equipment including PCs, data projectors, electronic white boards, digital cameras etc. is suitable to meet the needs of users, offering support and training as required • Check, set up and install new equipment • Undertaken the maintenance of all computer hardware (subject to equipment warranty and within level of competence) on a regular basis to ensure a high standard of maintenance to all IT equipment including checking of leads, cleaning screens, mice, keyboards etc. • Participate in discussions with users to understand their ICT requirements and recommend solutions to meet their needs in terms of hardware and software • Ensure regular backing up takes place • Purchase and replace equipment components as necessary • Fitting CD re-writers, installing associated software	20
Administration	• Ensure the security marking and recording of all new hardware and maintain inventories of all equipment n the school, service and maintenance arrangements • Identify when stocks of computer consumables reach re-order levels and order fresh supplies • Ensure the school's licences are updated • Maintain an awareness of new ICT products and services and ensure that information is shared within the school	10

Support to staff	• Liaise with staff to a daily basis to support the efficient use of ICT equipment in the school • Assist in the provision of technical and networking support to teachers during teaching periods. • Support teaching staff in the use of ICT based activities, and provide assistance to groups of pupils in the use of ICT- this may include delivery sessions to whole class/groups of pupils under the overall direction of the teacher • Provide technical support and asssitance on staff training and deliver in-house training for staff, including the preparation of guidance on the use of ICT for staff and pupils • Set up new users on networks when required • Act as System Administrator to ad new users to HCC e-mail accounts, update staff changes, maintain existing accounts • Maintain system integrity and security by changing passwords on the system ands informing staff of any changes	4 0
Software	• Install standalone software, configure software and provide simple software guides • Keep abreast of software developments, including evaluating and comparing prices and make recommendations on the purchase of new software • Operate and tailor software to meet the needs of the school • Oversee the formatting and use of disks, CD Roms and other writeable media and within the terms of the licence arrangements, copy software and user files as required • Maintain software inventory and file licences ensuring compliance with legal licensing requirements • Submit yearly software audit return for certification • Troubleshoot software problems, including compatabilty across different versions • Install network software as well as stand-alone software, liaise with support staff to ensure smooth integration onto all PCs including lap-tops for use children and staff • Make accessible soft copies of all work for leaving pupils to take home or e-mail home • Transfer all year group files up to the next year, move all staff files to correctly locations at end of school year and delete all unwanted sub-	20

| Internet usage | • Assist with the development and maintenance of the school web site
• Support staff and pupils in the use of the interne
• Monitor security , and privacy and virus guard updates
• Run anti-virus scans and anti-parasite and quarantine or delete files on a weekly basis
• Inform HCC of unsuitable sites found by pupils that get through the filtering system
• Train staff in the use of website upload software, liaise with HCC when encountering uploading problems | 5 |
| Corporate and statutory initiatives - equalities/health and safety/egovernment/ sustainability | • HCC and school policies and procedures Data Protection Act | 5 |

Section D -The key decision making areas in the role

Stock - re-order consumables when stocks levels are low. Deciding on which suppliers to use to ensure best value

Repair and maintenance- decide whether this can be carried out in-house or if the matter should be referred to contractors

Equipment- deciding if current equipment should be upgraded, reviewing the options and making recommendations within current budget allocation

Section E – The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

Dealing with regular deliveries of equipment and consumables

Budget for consumables- from £600

Section F – The main contacts – external/internal customer contacts and purpose

Teaching staff – support in the use of ICT, including during lessons, **Line manager**–

daily liaison on practical job-related issues.

Pupils –contact with pupils in classroom

Other school **support staff** and **administration staff**, for example in their use if ICT on a daily or weekly basis.

Contractors and **repairers** – ensuring work is carried out to specification, as and when required, liaise over the location of power outlets, data ports, location of routers, patch cabinets, computers etc.

Section G - Working conditions – environment, and physical effort or strain.

Moderate degree of physical effort involved specifically moving and handling of heavy items of computer equipment

Section H - Context/additional information
Role holders will occasionally be required to attend training to keep their skills and knowledge up to date.
There is a particular responsibility to maintain high standards of health and safety, in order to ensure that pupils and staff are protected from various hazards, within the framework of relevant risk assessments.

PROGRESSION IN ROLE

Section I - Entry:Necessary role-related knowledge, skills and experience at selection
Experience of ICT networks
Understanding of computer hardware and an ability to diagnose faults and carry out first line repairs
Knowledge of various software
Good communication skills and experience of presenting to groups
Good interpersonal skills and ability to communicate and explain technical information in a
clear and simple way
Section J – Initial induction/training required to become effective in the role
Estimated time to become operationally effective 3 months
In service training courses- use of the internet, technical troubleshoo
Appropriate health and safety training.
'Work shadowing' as part of induction period to become familiar with main aspects of role.
Familiarisation with the school environment and school/HCC procedures.
Familiarisation with school computer network and equipment
Section K – Operationally effective: How would effectiveness in role be demonstrated?
Ability to follow line manager's instructions with a minimum of guidance
Taking charge of appropriate stock control and ordering.
Carrying out maintenance activities without instruction.
Able to promote and enhance the school's use of ICT to the benefit of users
Able to resolve problems quickly and efficiently
Section L - Adding value: What characteristics will the advanced role holder demonstrate?
Ability to work effectively and relatively independently without daily supervision.
Operating as an 'expert' on ICT resources, technology and equipment within the school

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: IT Technician

Manual Handling

This role requires hazardous manual handling operations. For example, *regular moving of heavy objects, repetitive moving of objects*

The types of manual handling operation involved in this role are *objects*

These manual handling operations are required on an *infrequent basis*

The weights involved in these manual handling operations are *6-10kg*

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform.*

Job Characteristics *{insert where applicable}*

This role involves working with children and young people *between 11 and 16 years old. This role also involves working with children and young people with special needs including those with physical disabilities.*

This role also has potential to involve *verbal abuse and/or aggression and this is likely on a frequent/infrequent basis.*

Work Environment

This role is carried out in an environment which involves *working with electricity/lone working on occasions*

Work Equipment/Machinery: Computers

COSHH (Control of Substances Hazardous to Health)

Chemical Hazards
This role may require the postholder to *change printer toner cartridges on an occasional basis.*

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.

Dear Applicant

Equality Monitoring

Thank you for your interest in the IT Technician vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher

Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

https://www.gov.uk/government/collections/dbs-filtering-guidance

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