



SPRINGFIELD<sup>®</sup>  
SCHOOL

## NETWORK MANAGER







THE



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  
CEO, The De Curci Trust  
Headteacher, Springfield School



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 Beane, A Cufley, A Eales, S Hamilton, D Smith, S Spivey, L Wilby

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## JOB SUMMARY

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We are looking to appoint a hardworking and dedicated Network Manager to manage our IT team and maintain and develop our school's IT system.

The post holder will have overall responsibility for managing the school's IT provision, ensuring support requests are dealt with effectively by the team. Experience in Windows, project planning and budget management are essential.

Key technologies: Window Server 2012-2016, CentOS 7, Cisco, VOIP, Samba, Web Services (LAMP), G Suite, SIMS, Microsoft Office

Devices: 350 PCs, 25 Chrome books, 80 VOIP phones, 50 IP cameras, 50 printers

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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 – NETWORK MANAGER

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<b>JOB TITLE:</b>	<b>Network Manager</b>
<b>REPORTS TO:</b>	Trust IT Operations Manager
<b>GRADE:</b>	<b>Pay Band 8 (£30,095 to £32,797) subject to length of service</b>
<b>SUPERVISES:</b>	IT Team

### JOB PURPOSE:

Administrative and operational responsibility for all PC servers, desktops, notebooks, associated peripherals and all switch hardware configurations.

To develop and implement plans for hardware and software purchase. Installation, configuration and maintenance in conjunction with technology enhancements.

To provide support and training to staff and pupils to ensure efficient use of the network. To line manage Network/IT team and support their professional development.

### 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.

At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Appraisal and contribute to the identification of own team development needs.

### PRINCIPAL RESPONSIBILITIES/DUTIES

- To manage all school computer systems.
- To support and develop strategies in collaboration with the Trust IT Operations Manager for a whole school/trust wide approach to IT.
- To manage and implement strategies agreed by the management team causing as little disruption as possible to the learning environments and other operations within the school during periods of change, and activities that change the infrastructures.
- To advise the management team on innovative IT solutions and maximise the use of existing resources, on a continuous basis.
- To develop and control a budget in line with management plans and IT strategies.
- Budget holder for IT Resources (Revenue) – subject to approval and delegated authorities).
- To maintain and develop the school and trust websites.
- To maintain and develop the school CCTV network.
- To be available to provide out-of-hours support and advice both on site and by telephone within an agreed SLA.
- The post holder will strategically plan and coordinate work of network support staff.
- To support IT training for all staff at the school, and in the effective use of IT equipment.
- To ensure filtering and safeguarding systems are up to date and functioning.
- To design and update the School and Trust's Intranet and to make online resources available to staff (and pupils).
- To provide advice on technical matters, trends and use of computers for the national curriculum.
- To maintain equipment, including computer hardware installations, maintenance of peripherals, scanners, printers, IT furniture, undertake repairs and modifications, commissioning other companies to undertake such as required.

- To ensure that the system is kept up-to-date regularly with licences and antiviral and security software and other system updates and packages as required.
- To ensure that the network and computer systems are regularly tested to run efficiently and backed up.
- To provide an overview of network resources and policies to new staff as part of their induction programme.
- To manage and develop systems to support the school's assessment/reporting processes.
- To manage requests for technical equipment and resources to support learning, developing a systematic safe approach to using equipment to support key stages of the curriculum.
- To keep an inventory of hardware, software and other computer supplies.
- To identify the cause of faults and undertake repairs.
- To maintain adequate data security, including regular password updates and backups/off site storage.
- To ensure that ergonomic and VDU workstation assessments have been conducted, recording information.
- Responding to actual or potential hazardous situations to prevent harm to pupils, staff or others.
- To ensure adequate risk assessments are carried out for computer network activities and lessons requiring the use of technical equipment.
- To conduct safety checks on equipment and services.
- To ensure that appropriate signage and notices are maintained in the designated practical working area.
- Locking up of the network, stores and securing equipment when not in use.
- To support the delivery of training sessions for other staff on databases, spreadsheets, graphics, and other hardware/software issues.
- To ensure the behaviour of pupils in designated practical/experimental areas is appropriate and conducive to safe working and operation of equipment is conducive to learning.
- To assist in the development of the lesson framework and technical facilities to meet teaching/learning needs, including assisting in planning layout of facilities and 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 report pupil and school issues in line with the school's policies for health and safety, child protection and behaviour management.
- To be responsible for promoting and safeguarding the welfare of children and young persons for whom the post-holder is responsible, or with whom s/he comes into contact, in order 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 in which 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 travel to and assist on other sites within or associated with the Trust as per IT operational requirements.



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