



Junior IT Technician

Information for Applicants

JUNIOR IT TECHNICIAN

Summer Fields is one of the premier boys' prep and pre-prep schools in the country. The school is situated in Summertown, two miles north of the centre of Oxford and has 70 acres of superb grounds. Summer Fields has a strong academic tradition and each year boys pass Common Entrance and regularly win major scholarships to the top Public Schools in the country.

Summer Fields has always been at the forefront of preparatory school education and IT has become an increasingly significant ingredient in our success. The school wishes to appoint an ambitious IT professional to make best use of the school's IT resources and in doing so have a dramatically positive impact on learning. The Junior IT Technician will be the first point of contact for all IT users and will be responsible for overseeing all IT tickets raised to the helpdesk and also support innovative use of IT for teaching and learning and for administration. The role is varied and offers the opportunity for someone looking to develop their experience and knowledge base and would be ideal for a recent graduate who is looking to start a career in IT support.

The school has ambitious plans for improving IT and the successful candidate will have exposure to a broad range of IT projects whilst working closely with the IT Network Manager. Principle developments include all aspects of the network infrastructure, the school's Virtual Learning Environment, expanding the use of IT in the classroom to facilitate more flexible learning and improvements to the school's Management Information System. The Junior IT Technician will report to the IT Network Manager but will be responsible for supporting with all IT matters and be encouraged to take on the proactive approach that the department has in place. The Junior IT Technician will provide support for a broad range of stakeholders and must be able to easily communicate in written and spoken English. Please review the Job Description for further details and contact the HR Assistant for further information on the post.

This is a fantastic opportunity to work in a prestigious independent school in a beautiful location in Summertown. Benefits include a contributory pension scheme, life assurance, an employee assistance programme and free parking.

APPLICATION PROCEDURE

Please apply by submitting a fully completed application form with a letter of application. To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided. If you have a CV you wish to send, please do so, however a completed application form with full employment history must still be provided. Applications should be saved as Word or PDF files and emailed to recruitment@summerfields.com.

If you require further information, please call 01865 459235. We look forward to hearing from you.

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The school is fully committed to the principles of equal opportunity, diversity, and inclusion. Summer Fields does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability. Applications are welcome from a diverse range of backgrounds.

ABOUT SUMMER FIELDS

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in north Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master and owner of an Oxford gymnasium, with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Mens sana in corpore sano*, A healthy mind in a healthy body. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school for boys aged 4 to 13. There are currently approximately 305 boys on the roll and the school is generally over-subscribed; indeed, numbers are set to rise over the next two years. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.

Summer Fields is a special place and pastoral care is very strong. The school is a vibrant, extended family of staff and boys, living side-by-side in a busy, caring and friendly boarding community. We aim to ensure that each boy is happy, academically challenged and is taking full advantage of life at Summer Fields, with its many possibilities and opportunities. Our most recent ISI inspection, in June 2025, was glowing in all respects and is available on our website.

Summer Fields celebrated its 150th birthday in 2014 and, as well as hosting many events to celebrate this anniversary, a major redevelopment of parts of the school was completed. In particular, a spectacular new £3m building, the Salata Pavilion, providing new sport changing and other facilities, was opened in January 2016. A further recent redevelopment provides a state-of-the-art new school library, including an archive room, a periodicals room and associated teaching rooms in what is the oldest and largest teaching space in the school. The £2.5m project, completed during lockdown, included a major refurbishment of the school Chapel, as well as the DT and Learning Support areas.

The school is thriving at all levels and in 2018 we entered an exciting new phase in our history with the opening of a brand new Summer Fields Pre-prep school, catering for boys from Reception to Year 3. The school is housed in a stand-alone building, Newton, one of the oldest and most historic buildings on the school's 70-acre site. The building underwent a complete re-development, including the addition of a striking, modernist new extension; it now provides purpose-built facilities for up to 80 boys aged 4 to 8.



ACADEMIC RECORD

Academic standards and outcomes are high. The principal entry point to the prep school is currently in Year 4, although a few boys join in Years 5 and 6 depending on places being available; these places continue to be available now that the new Pre-Prep has opened. Some 20 boys will join the prep school from the Pre-prep each year, in addition to those joining directly, both boarders and day boys, in Year 4. Admission is by selection. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top public schools in the country.

BOARDING

The boarding structure is horizontal, according to age, in six lodges (boarding houses), where the boys are usually looked after by a husband-and-wife team. Every boy has a personal tutor, responsible for overseeing all aspects of his life at school and with whom he meets regularly, one-to-one. In addition, a boy can seek help from lodge parents, form takers, the Head Sister, and, of course, the Headmaster.

The school is set within 70 acres of grounds and is extremely well resourced with many outstanding and modern facilities, which are continually enhanced. In addition to the academic curriculum, sport plays an important part in the life of the school, as does music, art, design and technology and drama; recent results in music scholarship exams, in particular, have been outstanding. All these activities, and many others, are extremely well provided for. The Chapel is at the heart of the school, both literally and figuratively.



WORKING AT SUMMER FIELDS

Summer Fields recognises that staff are one of the school's most valuable assets. We therefore seek to recruit and retain well-qualified academic and non-academic staff who demonstrate enthusiasm for their area of expertise. There are currently around approximately 155 full-time and part-time staff with around 50 staff and their families living on site.

The school benefits from some of the very best facilities in the independent sector and is situated in a quiet estate less than two miles from the centre of Oxford. There is a very strong sense of community at Summer Fields and the successful candidate can look forward to enjoying being part of a warm and welcoming community. Working at Summer Fields is rewarding and all staff are encouraged to get fully involved with the life of the school.

THE POSITION

The Junior IT Technician is required to provide technical support to users of the Summer Fields IT network. The key responsibilities are to respond to IT incidents and helpdesk tickets; contributing to the development of technical documentation; explaining services provided and troubleshooting problems as necessary. The post holder will work closely with the IT Network Manager and will interact with staff and pupils ensuring that IT support is delivered effectively.

This is a full-time position and the usual hours are from 0800-1700, Monday to Friday, with a one-hour lunch break. The salary range is £25,000 – £26,000, dependent on skills and experience. In a full year of employment, you will be entitled to 25 days of annual paid holiday plus statutory holidays which fall during school holidays. Holiday dates are to be agreed with the IT Network Manager. Benefits include automatic enrolment in the school's contributory Group Personal Pension Scheme. Members of this scheme are also included in the Summer Fields Group Life Assurance Scheme which offers life cover of three times of annual salary. Other benefits include access to an Employee Assistance Programme and membership of the Staff Swimming Club. Lunch is provided in the dining room during term time and parking is available. There is also the opportunity for continuing professional development.



APPLICATION

In order to ensure the safety and security of all pupils at the school, applicants must be willing to undergo child protection screening. We are required to carry out a number of pre-employment checks including:-

- obtaining references from past employers;
- checking a full history of employment and verifying reasons for any gaps in employment;
- an enhanced Disclosure and Barring Service criminal records check;
- an overseas criminal record check is required for applicants who have lived abroad for three months or more in the last five years.

The school is fully committed to the principles of equal opportunity, diversity, and inclusion. Summer Fields does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability. Applications are welcome from a diverse range of backgrounds.

JOB DESCRIPTION

Job title: Junior IT Technician

Reporting to: IT Network Manager

Purpose of the Role

To provide effective and timely IT technical support to staff and pupil users of the Summer Fields network.

Main Responsibilities

- Respond to helpdesk tickets and support staff and/or pupils experiencing technical difficulties.
- Identify and repair common hardware and software problems on Windows desktops (Windows 10 and Windows 11).
- Provide technical support for school functions such as concerts, presentations, meetings etc.
- Assist with maintenance of the network.
- Install, update and configure software on desktop computers & Apple devices, using Microsoft In-Tune and Apple Lightspeed
- Maintain records of any equipment modified and support provided.
- Contribute to development of technical documentation and other written material.
- Liaise with third-party suppliers or support services where necessary.
- Keep up to date on technical developments, (e.g. new operating systems, new applications and tools relevant to core tasks) and maintain and develop a personal skills profile.

General

- Undertake any other duties as reasonably requested by the IT Network Manager.
- Support the school in its aims, ethos and objectives.
- Comply with all health and safety procedures as required by the school.
- Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All staff must adhere to, and ensure compliance with, the school's safeguarding policies and procedures in the context of their role.

This job description gives an indication of what will be required of the role and may be subject to change.

PERSON SPECIFICATION

Essential Competencies

- Educated to GCSE level with good literacy and numeracy (GCSE Maths and English).
- ICT qualification (such as CompTIA or similar).
- Ability to successfully supporting IT users with varying levels of IT literacy.
- Ability to communicate effectively with staff and pupils.
- A good command of written and spoken English.
- Up-to-date awareness of the IT matters, including new developments in legislation, licencing software and hardware.
- Ability to work under own initiative.
- Enthusiasm, positive energy and commitment.
- Basic understanding of networking concepts (for example, an understanding of the functionality provided by DHCP, DNS etc. to Windows desktops, and how to diagnose common configuration problems on desktops relating to these services.)
- Ability to diagnose and repair problems with common software packages such as Microsoft Office.
- Good record keeping abilities, with the ability to log details of problems and solutions in an automated helpdesk system.
- Experience of Microsoft Operating Systems (Windows 10/11, MAC OS, IOS, Android), Microsoft Office 2019 and Office 365.
- Experience of MS Teams
- Detailed knowledge of Windows 10/11 with the ability to diagnose software problems such as network or operating system configuration problems.

Desirable Competencies

- Knowledge of Microsoft Azure backup and TrendMicro antivirus software.
- Apple technology (IOS/IPAD/Apple TV) and Lightspeed MDM software.
- AV equipment (projectors / sound systems / interactive whiteboards and screens).
- Internet/Smoothwall Web filtering/Firewalls.
- Experience of network software deployments.
- Networking (LAN/Switches/Wireless – Aerohive /Proxies).
- Experience of Windows Server 2016 and above (Active Directory, DHCP, DNS, Permissions, GPO and VPN).
- Experience or practical knowledge of configuring and resolving problems with the Mac OS X operating system and OS X applications.
- Experience of working in an academic support environment or similar.
- Prior experience of supporting a VLE (Firefly), Teams and Zoom.
- Prior experience of School MIS, preferably iSAMS.

APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The school aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

APPLICATION

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms but are permitted to be submitted alongside a completed Application Form.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
- The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school/their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the HR Manager for more details.
- The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual.

- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

CONDITIONAL OFFER OF EMPLOYMENT

Any offer to a successful candidate will be conditional upon the following criteria:

- Receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the school. All referees will be asked if the candidate is suitable to work with children. The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.
- Verification of identity and qualifications including evidence of the right to work in the UK.
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
- For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the school with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which he/she has worked.
- Verification of medical fitness for the role in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach.
- Where the role involves providing care for pupils under eight, receipt of a signed Self-Declaration form showing the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".
- For a candidate to be employed into a senior management position as set out within the School's Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
- If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence and used as set out in the school's Staff Privacy Notice and Staff Information Security Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the school. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.