



# Salterns Academy Trust

The Salterns Academy Trust  
c/o Admiral Lord Nelson School  
Dundas Lane  
Portsmouth  
PO3 5XT

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## Trust IT Services Lead

**Salary:** Band 7 £31,067 - £35,235  
**Contract:** Permanent  
**Hours:** 37 hours per week/52 weeks per year

Salterns Academy Trust is committed to providing an excellent and inclusive education for every student across all its schools. The Trust currently operates three schools—Admiral Lord Nelson School Trafalgar School and Mayfield School—serving over 3,700 aged 4 -16 students in primary and secondary settings across the North island area of Portsmouth.

Our dedicated Central IT Team works across all schools in the Trust, playing a vital role in supporting teaching, learning, and operations through the delivery and maintenance of high-quality IT services.

We are now seeking a proactive and skilled **Trust IT Services Lead** with a genuine passion for technology and its potential to enhance educational outcomes. If you have at least one years' experience in delivering a full range of IT support in a dynamic environment and are excited by the opportunity to contribute to the success of our schools we would love to hear from you.

Key purpose of the role:

- To lead and deliver front line IT support for students and staff to ensure consistent ICT delivery across a trust school
- To enable student's access to learning by providing technical advice and support in the practical and technical aspects of the curriculum by preparing, maintaining and organising equipment and materials
- Working with the Trust Network Manager to support the strategic plan of the IT development needs and improvement priorities to ensure state of the art IT facilities
- To daily review internet access and device use to ensure effective safeguarding is taking place
- To lead the monitoring, technical and maintenance aspects of the Chromebook Lease Scheme
- Administer IT provision to a high standard ensuring that it meets the needs of the school

### Contact

If you have any questions about the role, please contact [HR@salterns.org](mailto:HR@salterns.org). To apply, please complete the application form that can be found on the Salterns Trust website [www.salternstrust.co.uk/vacancies](http://www.salternstrust.co.uk/vacancies) Please submit completed applications to: [HR@salterns.org](mailto:HR@salterns.org)

The Salterns Academy Trust and 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 checks along with other relevant employment checks.**

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

**Working within a School is exempted from the Rehabilitation of Offenders Act 1974.**

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- If you have been barred from working with Children and/or Adults at risk.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides 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 about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/disclosure-and-barring-service-checks)

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate.
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.