

## iSAMS Data Assistant

### Job Analysis

The Junior and Senior School, is looking to hire an enthusiastic, hardworking individual in the position of **iSAMS Data Assistant** for a full time position.

The Purpose of our school is to provide excellent, innovative and creative education that enables all students to realise their full potential and to enjoy a fulfilled life as confident, compassionate and healthy members of the global community, who continue to learn, and contribute to a better world for all.

### Duties and Responsibilities

The duties and responsibilities outlined in the detailed Job Description, are examples of a successful candidate. However, these are not to be construed as exclusive or all-inclusive.

### Requirements

- Degree in Computer Science, Data Analytics, Management Information Systems or equivalent
- Be able to communicate effectively within a team
- Be a positive, kind, and caring person
- Good behaviour management skills
- Previous experience of working in Service Desk/ Helpdesk/ Support environment will be considered as an advantage
- Highly efficient and accurate with an eye for detail
- Must be fluent in English, both verbal and written

### Location

The successful candidate will be mostly based at Senior School site. However, he/she will be serving both sites and from time to time will be asked to attend meetings at Junior School site as well.

### Remuneration

A competitive remuneration package will be offered to the successful candidates, according to qualifications and experience.

### Applications

All applications will be treated with the strictest confidentiality. Interested applicants should send their CV to [careers@tjss.ac.cy](mailto:careers@tjss.ac.cy) quoting "iSAMS Data Assistant/07.2022", **5 July 2022**.

## Job Description

**Position:** iSAMS Data Assistant

### **Duties & Responsibilities**

- Ensure that any projects agreed with the iSAMS Manager are delivered on time and to a high standard
- Share feedback within the team to help support improvement in processes
- Assist in supporting the smooth and timely delivery of all areas of support for staff, students and teachers
- Collect, process, inputs and/or edits data that may be time sensitive and input it into the databases as necessary with accuracy and speed
- Assist and perform data cleansing exercises that should be completed and delivered in a timely manner
- Identify, recognize and correct errors in original data prior to processing
- Assist with maintaining accurate school data (i.e. attendance, discipline, rewards)
- Handle and resolve daily enquiries by staff members, parents, and students
- Assist as required with the Management Information System's processes
- Reduce and avoid the creation of paper files where possible and save records of communication, correspondence, and other notes in a clear and consistent electronic format
- Maintain familiarity with job-related software and attend trainings as requested
- Assist with the completing of routine procedures and end of year procedures within the MIS
- Ensure GDPR compliance
- Ensure confidentiality and security of all data is maintained within the MIS
- Reports any breach of data to DPO
- Compose and compile correspondence from a variety of sources
- Assist with the analysis of the school data where necessary
- Effectively and promptly deal with all timetabling related queries
- Be responsible for promptly response in any queries from staff members, after consultation with the iSAMS Manager
- Assist with the migration of historic data to the MIS system

### **Collection and preparation of statistical information**

- Assist with the collection and preparation of statistical information as required by the relevant regulatory Authorities using the ISAMS system

***This list includes the main duties and responsibilities of the above-mentioned position, however it is not exhaustive. Any additional duties that might be deemed for you to undertake, will be communicated clearly and transparently. All professional staff are expected to undertake other duties and projects as may be reasonably required by the Principal and/or the line manager in accordance with their position. This job description is subject to regular discussion and review.***