

## Job Description

**Position:** IT and Data Assistant  
**Line Manager:** IT and Data Manager

### **IT and Data Assistant:**

The role of the **IT and Data Assistant** is a dual position, combining responsibilities of a Junior IT Technician and a Data Assistant. The post holder will primarily be based at the Junior School site and must be capable of covering for the **IT and Data Manager** during his absence, providing support in line with the responsibilities outlined in this Job Description.

The post holder will receive training in both IT and Data areas and should expect to undergo performance assessments at least once per academic year.

All necessary resources required for the role will be provided by the school and will remain the property of the school, to support the post holder in completing day-to-day tasks.

### **Junior IT Technician:**

The post holder must be able to provide support to **one-to-one** devices; laplets, laptops, tower computers, printers, Interactive Screens and Multiboards, as well as to **shared** (by small groups and/or whole YG) devices.

Training and guidance will be provided by the line manager.

### **Junior IT Technician – One-to-one devices:**

The post holder must be able to:

- Support JS staff and students with H/W issues/matters.
- Support JS staff and students with S/W issues/matters.
- Support JS staff and students with Windows updates routines.
- Help with the yearly deployment of devices.
- Setup IT equipment for offices, classrooms and areas or rooms of general/common use.
- Install IT equipment to offices, classrooms and areas or rooms of general/common use.
- Reset JS staff and student devices in line with school MDM policies.
- Maintain all computer devices naming convention in line with school Intute policies.
- Installing approved software and applications on school and student devices.
- Keep the school's IT devices' inventory database (local database) up to date.

### **Junior IT Technician – Shared devices:**

The post holder must be able to:

- Maintain the ICT Computing room devices updated.
- Provide technical support for the ICT Computing room's devices.

- Maintain the Year Group (YG) laplet trolleys updated.
- Provide technical support for the Year Group (YG) laplet trolleys devices.
- Connect network devices and appliances to school's LAN.
  - Printers
  - Network switches
  - APs
  - Interactive Screens and Multiboards
- Setup network printers for LAN installation
- Install network printers to individual JS school devices.
- Replace toners for network shared printers.

### Data Assistant:

The post holder will provide **Level 1 support** to staff and parents on matters related to the school's MIS, as approved in coordination with the line manager.

The IT and Data Assistant's primary duties regarding the school's MIS system include involvement in both **Pastoral** and **Academic** matters, as well as providing support to teachers, **specific departments** and **TJSS parents** as outlined in the Job Description.

During training sessions conducted by the line manager on MIS procedures for current or new colleagues, the post holder should be present for as many sessions as possible.

Training and guidance will be provided by the line manager.

### Data Assistant specific duties:

#### Level 1 support:

The post holder must be able to:

- Create the shortcut link on devices to connect to MIS.
- Unblock web-interface access for first time users.
- Resolve mobile applications installation issues.
- Resolve connection issues for staff.
- Reset MIS account's password for TJSS staff, TJSS parents and SS students.
- Reset MFA procedure for staff and parents.
- Address queries related to the parent portal, the mobile app.
- Respond to queries from staff members regarding Data system modules

### Pastoral Matters:

The post holder must be able to:

- Provide Heads of Year (HoY) with a bi-weekly information report from Data System to include all up-to-date staff entries on academic concerns and behavioural concerns.
  - This is to be issued every Friday, Week 2.
- Send approved letters to groups, form groups and year group parents via Data system.

### Academic Matters:

The post holder must be able to:

- Import timetable (in collaboration with the Timetabler).
- Relocate timetables or groups from one teacher to another if requested
- Complete and enter subject sets and forms for new academic year; support the Deputy Head of Curriculum with option changes.
- Ensure Gradebooks and Reports Wizard are mapped correctly.
- Publish reports, mock exam grades and Apolytirion assessments.
- Create Gradebook from templates.
- Support Heads of Year / Subject Coordinators to generate data from gradebooks

### Student Reports (applicable for both sites)

The post holder must be able to:

- Communicate with Heads of Department (HoD), subject coordinators, HoY etc. across for preparing the templates of the reports.
- Prepare guide notes with instructions for the teachers to use the report templates.
- Assist teachers with any issues completing the reports through the system.
- Check the reports after completion by the teachers and inform them if any errors/issues.
- Set up automatic messages so that reports are send electronically to parents.
- Assure all parents' email addresses are up to date before sending the reports electronically.
- Link individual student reports to their profiles on iSAMS
- Create report templates, as required

### Support Extracurricular Activities Coordinators (applicable for both sites)

The post holder must be able to:

- Create activities groups and registrations.
- Support people in charge to input student data into appropriate groups.
- Ensure that registrations are up to date.
- Provide assistance with setting up afternoon activity registers at the beginning of the year. Registers are to be amended and updated before the beginning of each term.
- Assist with input of data, as required

### Registration and Admissions Support (applicable for both sites)

The post holder must be able to:

- Add new student into appropriate form group based on information provided by the Head of Department during final rollover process.
- Ensure that leavers are removed during final rollover process.

#### **Non limiting clause**

*This job description is not intended to be a complete or limiting description of the tasks or responsibilities that the post holder may reasonably be requested to undertake. The job description may be changed to meet new demands or circumstances and following consultations between the post holder and the Headteacher/Principal.*