



**BOURNEMOUTH SCHOOL
FOR GIRLS**

INFORMATION PACK FOR THE POST OF:

ICT & DATA ASSISTANT

30 hours per week
Term time plus 5 days
£11,450 starting salary

We are looking for someone to join our ICT and Data teams from the Autumn term. This is a new role to the school as it combines the fields of ICT support and Data Analysis, Reporting and compliance.

ICT is integral to our school life. Within the curriculum ICT is taught as GCSE and A level subjects, interactive whiteboards are standard within all teaching areas and we use both networked PCs and laptops throughout the school. Administratively we use up-to-date packages, utilise specialised MIS systems for assessment, tracking, attendance and reporting. We also provide key student resources such as messaging systems, cashless catering and a VLE. The VLE and website are now our key communication systems internally and externally and enable on-line teaching aids, reporting and, most usefully to our students, a primary resource area for their studies.

The successful post holder will be dividing their time between our ICT Department and our Data Office. Within ICT we have a Network Manager, a Senior ICT Technician and this post holder who will provide our first line of response. Data is a smaller Department but equally significant as it provides key information that feeds into the educational development of our students. Another vital role is compliance reporting and keeping abreast of student data. By working across the two departments you will feed into the wider school key developments of support and training on the VLE and cashless catering. It is essential that you will be able to work in a forward moving technical department as well as working with the students and staff and, as such the post holder will need to be able to take on new initiatives, keep up to date with technology and software packages as well as being a 'people person'.

This information pack contains details of the post, terms and conditions and the school, though if you would like to find out more about the software packages we utilise and possible future developments that we expect to occur, then please do not hesitate to contact the school.

Applications need to be submitted on the Application form for Support Staff which can be found on our website www.bsg.bournemouth.sch.uk

Applications may be submitted by post or by email to jford@bsg.bournemouth.sch.uk

Closing date	September 2017
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**Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ.
Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.**



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JOB DESCRIPTION

Job title:	ICT and Data Assistant	Job Ref:	
Reports to:	Network Manager/ Data Manager	Grade:	Dorset Grade 5

Main job purpose

To ensure the appropriate ICT equipment, software, peripherals and other resources are readily available in support of teaching and learning in accordance with the schools ICT policy.

To assist in the provision of efficient support with the school in relation to data management. To ensure compliance with the school reporting requirements including undertaking manual and computer data entry/extraction.

Main responsibilities and duties

ICT

1. To assist the ICT Network Manager in an on-going development of the ICT curriculum within the school.
2. To support teachers in the delivery of ICT. Respond to and solve problems relating to software/hardware including internet/intranet access.
3. To have operational responsibility for the VLE including support and training.
4. To provide support and supervision within the ICT suites, for pupils/users.
5. To administer ICT booking system for computer rooms, start up and check the functionality of systems and/or particular applications in readiness for the booked session.
6. To establish and maintain user accounts for all staff and pupils on the network, grant appropriate permissions, access and security levels according to the school's policy.
7. To undertake first line maintenance to ensure effective operation of ICT equipment. Where repairs cannot be adequately and safely carried out, arrange repairs by nominated and approved contractors.
8. To arrange servicing of equipment.
9. To install new ICT equipment as directed (including liaison with suppliers), dispose of obsolete ICT equipment in accordance with financial regulations/school ICT policy.

10. To ensure all equipment is security marked.
11. To ensure that adequate stocks of consumables are readily available and maintain appropriate records.
12. To check virus protection and guard against data or system corruption.
13. To check and change the back-up tapes, store, record and report anomalies to the ICT Network Manager.
14. To undertake the installation and upgrade of software. Maintain a record of installations/upgrades; maintain a library of master copies and record details of licence arrangements.
15. To undertake ICT based staff development (training) as required.

Data

16. To collect, collate and input all data as required including student data, assessment and examination performance.
17. Assist with the maintenance of all MIS modules, other school databases and timetable as required.
18. To conduct necessary analysis of data and compilation of reports for staff and senior management of the School/Governors as required.
19. To assist in preparing statutory and non-statutory returns and conduct end of year procedures as required.
20. To assist with compilation and completion of Government on-line surveys as required

Knowledge & skills

ICT experience, including problem solving across a range of technical issues.

Knowledge of MIS modules and databases, Microsoft office, Excel and Data Protection regulations.

Minimum educational attainment 5 GCSE A-C grades or equivalent/applicable technical or vocational qualification.

Supervision and management

The post holder will be often be required to work without direct supervision. Supervision and guidance will be present where necessary.

Problem solving and creativity

To work within ICT use and operating guidelines to solve software and hardware failures. To liaise with the ICT Network Manager (ICT) or Data Manager (Data) where more complex technical problems arise.

To deal with urgent problems as they arise ensuring minimal disruption to lessons.

To resolve routine ICT technical problems without reference to the ICT Network Manager.

To deal with changing and conflicting work deadlines.

Analysis and interpretation of data.

Key contacts and relationships

Regular contact with network providers/contractors to resolve technical problems.
Daily contact with members of staff and pupils to give advice and/or guidance on the operation of ICT equipment and software.

Close contact with all levels of staff within the school and external bodies in the use and analysis of data.

Decision making

To give advice and support to staff/pupils/other users on the use of software.

Working to deadlines and prioritisation of workload.

Under the direction of the Data Manager to ensure the appropriate and adequate backup and security of computerised data records.

Resources

ICT Hardware, Software and peripherals.

Responsibility for the safe and secure management of school data and the reporting of that data to appropriate agencies as required. Confidentiality and security of information is an important aspect of this post.

Working Environment

Office based and within computer suites

Frequent use of ICT equipment (plus regular lifting etc), also occasional work in restricted areas.

Subject to substantial and frequent periods of computer input and data manipulation.

Progression in Post (if applicable)

Terms and Conditions

Hours per week:	Basic of 30 hours per week
Working pattern	9:00am – 3:30pm Monday to Thursday 10:00am – 4:30pm Friday All times are inclusive of a half hour lunch break.
Weeks per year	Paid weeks per year are 44.65 weeks pa. Working weeks are term time plus 5 days. The 5 days to be worked in addition to term time to be agreed with the school based on annual workflow.
Annual leave entitlement	Initially 4.28 weeks, rising to 4.86 weeks after 5 years' service. All holidays are required to be taken within the school holiday breaks.
Salary Scale/point	Grade 5, SCP 13 – 17 equating to £11,450 to £12,339 on a pro-rata basis.
Responsible to:	The Network Manager (IT) Data Manager (Data)
Conditions of Post	The appointment is subject to: <ul style="list-style-type: none">• satisfactory references, police and medical clearance• satisfactory completion of a six-month probationary period.

Recruitment Programme

Advertisement:	July 2017
Closing Date:	September 2017
Interviews:	September 2017
Commencement Date:	Autumn term 2017