



Malden Oaks
School & Tuition service

Making the **MOST** of every day

Dukes Centre
Dukes Avenue
Kingston KT2 5QY
www.maldenoaks.org

020 8289 4664
020 8289 4665

JOB DESCRIPTION

| | |
|------------------|--|
| JOB TITLE | ICT & Data Manager |
| GRADE | F (SP15 to SP24) |
| HOURS | 8.30am - 4pm daily - with 1/2 hour unpaid lunch break Term time plus 2 weeks <i>Hours are negotiable</i> |

To be committed to safeguarding and promoting the welfare of children at all times.

RESPONSIBLE TO

Headteacher & Deputy Headteacher
Heads of School
Head of Business (Line Manager)

OTHER KEY RELATIONSHIPS

Exams & Premises Manager
Office staff / Administrators
Teaching staff
Students and Families

EXTERNAL RELATIONSHIPS

External Agencies & Parents
Contractors
RBK / LBR Council Officers & representatives

MAIN DUTIES AND RESPONSIBILITIES

General Data Tasks

- Assist the Head Teacher & members of SLT with the collation and reporting of any data sets that might be required on an ad-hoc basis throughout the year for outside agencies or the Management Committee



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MAIN DUTIES AND RESPONSIBILITIES

MIS Systems Data Tasks

With the support of the school contracted ICT support company:-

- To provide the main point of contact for helpdesk support to users and stakeholders across Malden Oaks sites
- Setup and advise on the monitoring procedures and audit logs of the filtering/safeguarding systems across the school
- Take responsibility for ensuring the school online safety & Cybersecurity policies and procedures are met throughout the school and contribute to updating these as necessary.
- Take responsibility for the Data Protection & Freedom information procedures, logs and audits, reporting to the Data Protection Officer as required.
- Ensure all privacy notices are updated and that the school follow the data protection policy
- Set up accounts and emails for students/staff across the school.
- Undertake all administrative and training tasks required in relation to the ICT policy and procedures across the school.
- Perform basic diagnostic routines & maintenance tasks for all hardware & software
- Assist in the day to day support to staff in relation to ICT management and training on SIMS and any new systems rolled out.
- Manage the data collection processes within the school, produce reports and assist in the management of all data including that of the school information management system (SIMS) and producing the required census (3 times per year).
- Assist/train teaching staff in relation to setting up google classroom & use of interactive display board & related software
- Oversee the input of student data to SIMS system.
- Oversee the setup of administration of the whole SIMS system – pastoral structure/permission rights for users & setting up of academic year.
- Generate recharge reports for checking in relation to student placements from SIMS and pass to Finance Officer to generate invoices accordingly
- Oversee all administration of the school communication platform (Edu Link) and provide training for staff where necessary.
- Maintain the school inventory of equipment and advise on planning for future procurement and projects in relation to ICT equipment & consumables - to include supplier negotiations/quotation comparisons.
- Ensure correct disposal of damaged & obsolete equipment ensuring that data is deleted.
- Manage & maintain the network cabling infrastructure

OTHERS GENERAL

- Establish good relationships with students, acting as a role model and being aware of, and responding appropriately to, individual needs.
- Treat all colleagues in a courteous and helpful manner, challenging discriminating behavior.
- Be willing to undertake training courses as appropriate to carry out duties in a safe & efficient manner.



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- Review and develop your own knowledge and skills.
- Maintain effectiveness as a member of the school staff by taking responsibility for own continuing learning and development.
- Ensure that all duties are undertaken in accordance with Health & Safety legislation and to take responsibility to check & wear protective clothing as required by the task undertaken.
- Maintain confidentiality at all times in connection with school, staff and student related matters.
- Set a good example in terms of dress, punctuality and attendance.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection - report all concerns to the appropriate person.
- Attend team and staff meetings and training where required.
- Any other duties that the Headteacher or Senior Leadership Team may reasonably direct from time to time which are considered to be commensurate with the grading of the job.