



St. Julie's Catholic High School

**Information Services Assistant  
JOB DESCRIPTION**

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| <b>Post Title:</b>               | <b>Information Services Assistant</b>   |
| <b>Working Time:</b>             | <b>Full Time 35 hours per week,<br/>Working Term Time 40 weeks, (Includes 5 INSET days, plus 35 hours during school holidays which will include working public exam results days)</b> |
| <b>Salary/Grade:</b>             | <b>GRADE: 3 (Points:5-9)</b>  |
| <b>Hours of work:</b>            | <b>Monday to Friday: 7:30 am to 3:30 pm (one hour unpaid lunch break)</b>   |
| <b>Line Manager:</b>             | <b>Information Services Manager</b>   |
| <b>CRB/DBS Disclosure Level:</b> | <b>Enhanced</b>   |

**Main Purpose:**

- To support the work of the Information Services Team.
- To respond to helpdesk requests and provide support for the use and maintenance of ICT equipment including computers, printers and online systems.
- To assist in producing internal and external documents including paper and electronic communications.
- To provide technical support to the reprographics department and support occasional absence cover.
- To provide general administrative support across departments, when required.
- To assist in supporting the development of learning and e-learning content including the Virtual Learning Environment.
- To assist in the processing of school data including student performance, exam results and preparation and delivery of public and internal examinations.
- To assist in the planning and delivery of technical support for school events.
- To assist in organising the arrangements of staff cover.
- To participate in the delivery of first aid provision to students as part of a rota.
- Support staff and students in the duty of compliance to GDPR responsibilities.

**General Responsibility:**

All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
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**Activities:**

1. Providing day to day support to staff and students using school hardware and software-based systems.
2. Collection and collation of information to aid the preparation of internal and external documents.

**April 2024**

*'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment'*



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3. Prepare and provide basic data reporting to staff as required.
4. Routine maintenance of various ICT hardware including printers and computers.
5. Supporting the delivery of school events and setup of video/PA equipment.
6. Assisting in the delivery of public and external exams including delivery of exam papers to exam rooms, checking registers, preparing materials and resources ready for examinations.
7. Assist with delivery of public exam results to students during August each year.
8. Data entry to report accurate record keeping and processing of student assessments.
9. Recording staff absence and recording details of agency staff.
10. Participating in a first aid on-call rota to deliver first aid to students.

**Professional Development:**

1. To evaluate and review own practice within the school performance management system for support staff.
2. To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

**This role is envisaged to be as above, subject to negotiation with the post holder.**

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

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|------------------------------|------------------------------|
| <b>Signed (post holder):</b> | <b>Signed (Headteacher):</b> |
| <b>Date:</b>                 | <b>Date:</b>                 |

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