



JOB DESCRIPTION

Position: Technology Assistant

Reports to: Director of Technology

Job Summary:

Under the supervision of the Director of Technology, the Technology Assistant supports the implementation, maintenance, and daily operations of the school's digital platforms and IT systems. This includes the management of academic and admissions databases such as PowerSchool, ManageBac, and OpenApply, assisting with audiovisual and live events, onboarding new families and staff, generating reports and ID badges, ensuring GDPR compliance, and supporting a wide range of administrative and technical tasks required by the Headmistress and wider school leadership.

Duties and Responsibilities:

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1. System Administration and Data Management:

- Manages and updates school information systems including PowerSchool, ManageBac, and Google Workspace.
- Supports annual PowerSchool rollover and semester setup.
- Manages the OpenApply admissions system back office in coordination with Admissions, ensuring data accuracy, platform functionality, and user support.
- Assists with report card generation, re-enrollment processing, and mail merges for school-wide communications, in compliance with GDPR regulations.
- Creates, terminates, and manages school email accounts for students, families, and staff.
- Maintains and supports data integrity across systems and supports staff in data access and use.

2. Staff and Family Onboarding:

- Sets up and trains new staff in the use of internal systems and digital tools.



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- Generates login credentials and access for new families to school systems.
 - Prepares and issues electronic security badges for new and returning families.
- 3. Event and AV Support:**
- Provides technical support for school events including sound systems, microphones, and AV setups.
 - Records, edits, and produces video content for school-wide use, ensuring quality output for both internal and external audiences.
 - Supports promotional and archival video production in collaboration with other departments.
- 4. Faculty and Staff Tech Support:**
- Assists with formatting and configuration of BenQ boards and other classroom technologies.
 - Troubleshoots tech issues and supports staff and staff with daily use of educational tools and software platforms.
 - Promotes effective use of existing technologies and identifies opportunities for improved digital workflows.
- 5. Administrative and Executive Support:**
- Fulfills requests as needed from the Headmistress and senior leadership, particularly those involving technical implementation or data reporting.
 - Provides daily operational support to the Director of Technology to ensure smooth running of the school's tech infrastructure.
 - Contributes to documentation of IT processes and user guides for internal stakeholders.

Safeguarding:

Marymount International School Rome is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment and understand that the child's welfare is our paramount concern. Every child should feel safe and protected from any form of abuse

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which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment. The School should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Health and Safety:

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Correct utilization of appropriate personal protective equipment.