

turn IT on

Connecting schools and technology

Data Protection Helpdesk Administrator
Princes Risborough, Bucks
£20,000 - £24,000 FTE

About

turn IT on provides hands-on ICT and computing support to over 500 primary schools with the Data Protection team supporting over 150 schools across many different Local Authorities. The Data Protection team put schools and their needs first, taking care of all their data protection training, support and compliance, ensuring that they are fully capable of meeting current data protection and regulations and providing an efficient service to their schools. As an inclusive employer, we are proud of the diversity and flexibility that we have and the breadth of skills and experience of our staff.

turn IT on is a friendly and supportive place to work where people feel trusted and respected.

Job Overview

turn IT on is a vibrant, people-focused ICT, MIS and Data Protection service provider for schools. We pride ourselves on always going the extra mile to provide excellent service. As a Data Protection Helpdesk Office Administrator, you will be responsible for logging calls, managing diary schedules and passing queries onto the appropriate Data Protection Consultants. You will be supporting the production of Data Protection documentation. You will also help coordinate the booking of data protection site meetings, training courses and seminars.

As a Data Protection Helpdesk Office Administrator, it is your job to proactively log and monitor the Data Protection Helpdesk calls, looking for calls that are outstanding and about to reach their SLA limits. You will also help create support documentation, which will include formatting, proof reading, printing and binding. You will coordinate the data protection training schedule and any associated administration, responding to any booking queries and liaising with schools. On occasions, you may be required to assist Data Protection Consultants with site visits and training.

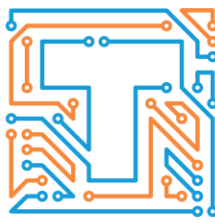
The ideal candidate will be a motivated and self-directed individual, with excellent inter-personal skills and breadth of knowledge in Microsoft Office 365, Word, Excel and PowerPoint. You are comfortable working either in a team or independently, you are very organised and a self-learner.

tel: 01865 597620

web: www.turniton.co.uk

email: office@turniton.co.uk

post: Wittas House, Two Rivers, Station Lane, Witney, OX28 4BH



turn IT on

Connecting schools and technology

The role is offered on a full time, term time only basis Monday through Friday, the standard office hours are 8.30 – 5.00pm. There could be the possibility of progression for the right individual.

In return, we are offering a salary of between £20,000 - £24,000 FTE, term time only, Pension scheme, Eye care voucher scheme, Employee Assistance Programme and Childcare Voucher Scheme.

To apply please send an up to date CV along with a cover letter to recruitment@turniton.co.uk

turn IT on is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

'Happy to talk flexible working'

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the selection processes of **turn IT on** and in connection with any subsequent employment or placement unless otherwise indicated. For further information on how **turn IT on** handles personal data please refer to www.turniton.co.uk/joinourteam.

tel: 01865 597620

web: www.turniton.co.uk

email: office@turniton.co.uk

post: Wittas House, Two Rivers, Station Lane, Witney, OX28 4BH