



**POST TITLE:** Sims and Data Officer

**LINE MANAGER:** Assistant Business Manager

**WORKING HOURS:** 36 hrs a week, 52 weeks per year

### **KEY PURPOSE OF THE JOB**

- To ensure school MIS system is maintained and updated. To support the curriculum and data analysis for the school, liaising with the senior leadership team.

### **MAIN DUTIES**

#### **Key Tasks and Activities:**

- To support in building an efficient and accurate administrative team.
- To lead on the development of effective analysis and tracking systems for identifying and assessing School data including attendance as well as student progress.
- To produce analysis to raise standards, by producing reports which inform teaching and learning practices as requested by Senior Leadership Team.
- To lead on the School's use of SIMS and data across the School, developing the use to promote efficient and effective management of information within the School.
- To develop, monitor and maintain the School progress reporting systems and procedures.
- To lead on all School data returns (including Census) ensuring that they are accurate and submitted on time.
- To lead on the school MIS ensuring it functions at the highest level required to support the management of the school
- Develop and implement effective analysis systems, based on current data, to identify, assess and review the individual progress and attendance of students and the School targets. This will enable departments, tutor teams and individual staff to set effective intervention programmes with meaningful and appropriate targets and the School to undertake self-review and evaluation.
- To take a lead role in the training of development of Staff use of Information Systems.
- To be responsible for maintaining all student course and School data within the SIMS including student class assignment, the transfer of student data between all



external and internal systems and the export of internal assessment data for analysis.

- To be responsible for ensuring all SIMS users are set up by the Network Manager with the appropriate levels of permissions as advised by their line Manager and to take a lead role in the training and development of staff in using SIMS to ensure its applications are fully exploited.
- To lead on end of year processes including the creation of the new academic year, pastoral structure, pre-admissions, new student admissions, leavers and student class assignment along with data tracking structures, to ensure the School is ready for the new academic year.
- To maximise the functionality of SIMS to ensure the easy capture of data and so to reduce workload and enable the School to be compliant with various workforce agreements.
- Ensure that SIMS is up to date working through the Network Manager when installations and updates are required.
- Keep abreast of current guidance, requirements and good practice in relation to Information Systems developments and the effective use of data.
- Maintain a detailed working knowledge of all areas of SIMS.
- Maintain a clear understanding of the Data Protection Act and the implications that it has for managing School data.
- Prepare strategic, operational and analytical reports for the Schools Leadership team and others as requested.
- To monitor the use of data in the School and identify areas for continuous improvement. To be responsible for the implementation of these plans.
- Carry out all work involved with creating the School statutory returns including the Census and ensure that the data returns are accurate and submitted ahead of deadlines. Support and train staff in similar roles at different schools within the Trust – Education for the 21<sup>st</sup> Century.
- Maintain the learning aims of Post 16 students, ensuring the validity of all data under guidance from the Deputy Head.
- To work with the Examination Officer to ensure Course Manager is correct and updated at the start and throughout the Academic Year.
- To lead the setup, maintenance, collation and production of reports.
- Ensure that reports include up to date data from progress tracking and arrange the distribution of all progress reports to parents and staff.
- Co-ordinate the annual assessment schedule and the availability and completion of report data with the Deputy Head.
- Liaise with the Exams Officer to assist with routine tasks throughout the exam seasons.
- Maintain accurate records and share information with colleagues as appropriate and refer on as required.
- To be jointly responsible for the schools outgoing and incoming post.
- To cover Reception, greeting visitors and receiving telephone calls as required.



- To supply administrative support using Word, Excel, Powerpoint and Schoolcomms.
- To assist with exam invigilation if required.
- To be involved in training/INSET activities as identified at annual review.
- To be a qualified first aider and administer as necessary
- To support the Office Manager as required.
- To cover other areas of Student Services in event of staff absence

#### **Key Skills and Competencies:**

- Previous school experience, knowledge of SIMs and Nova T (Nova T is desirable, but not essential).
- Excellent Interpersonal and Communication Skills – Written and Oral.
- Excellent Organisation Skills with a systematic approach to workload management.
- Excellent time management, planning and work prioritisation skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Confidentiality of information as appropriate.
- Ability to work under pressure.
- Ability to work on own initiative.
- A flexible attitude to work

#### **NOTES:**

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.