**Job Description**

**Job Title:** SIMS / Data Manager

**Reports to:** Deputy Headteacher: Assessment and reporting

**Start Date:** September 2017

**Hours:** 8.30am to 4pm

**Purpose of the job**

* To be responsible for all technical aspects of the School’s SIMS database
* To lead and manage the School’s data management function ensuring that systems are up to date and fit for purpose
* To prepare, produce and deliver data required by the School in its day-to-day work and for self-evaluation and strategic planning purposes

**Major Tasks and duties to include**

* Request, collect and collate assessment data associated with central collection of data
* Produce analysis of performance data following each reporting period or examination results
* Produce data reports for teachers and senior managers when required
* Produce reports to parents in accordance with the school reporting policy
* Maintain accurate and up-to-date data
* Develop and oversee school use of SIMS
* Prepare and complete information and data for Statutory Returns (eg. School Census)
* To use and develop appropriate systems that work in conjunction with SIMS

**Person Specification:**

Qualifications

* Educated to degree level or equivalent

Knowledge and Experience

* Knowledge and understanding of the data requirements of schools
* Ability to interpret or analyse data and information or situations in order to make a decision or recommendation
* Knowledge of a variety of ICT applications including Excel
* Experience of data input and manipulation
* Knowledge of SIMS (School Information Management System) or other Management Information Systems
* Experience of development, management and operation of computerised administration systems
* An awareness of the most important recent trends and developments in data management

Skills and abilities

* Excellent organisational and time management skills
* Excellent interpersonal and communication skills
* An ability to communicate effectively with a range of audiences
* An ability to listen, reflect and have the capacity to be flexible
* A commitment to continuing professional development
* A willingness to promote the School’s ethos.

Personal Qualities:

* A positive and enthusiastic outlook
* Excellent communication, organisational and inter-personal skills
* Self-reliance and self-awareness
* Flexibility
* Integrity
* An attention to detail
* Resilience and stamina to cope with the demands of the job.
* A determination to build professional relationships and work sensitively with all colleagues, students, parents, Governors and outside agencies
* A commitment to continuing professional development
* A willingness to promote the School’s ethos.