

BRENTSIDE HIGH SCHOOL

SIMS DATA MANAGER

JOB DESCRIPTION

Whilst every effort has been made to explain the main duties and responsibilities of the post holder, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description.

REPORTING TO: Deputy Headteacher

RESPONSIBILITIES:

- Manage the school's data system by working closely with relevant staff
- Oversee the use of the common transfer system to ensure smooth transition of data as students enter or leave the school
- Create and publish SIMS reports and templates on request
- Maintain the behaviour management procedures and records, accomplishments, certificates and associated reports
- Oversee the entering and updating of medical information in SIMS
- Support admin and data staff in successfully carrying out any work with data/SIMS
- Oversee the set up of SIMS in relation to the academic calendar and annual promotion procedures in SIMS

Assessment:

- Support in the collection and provision of data for analysis
- Manage the mark sheets used to collect data

Reports:

- Set up and produce student reports and data tracking systems
- Create and issue internal student reports for tutors, Year Leaders and the Senior Leadership Team
- Create and issue external reports to parents and students

Timetable:

- Prepare a new academic year calendar in SIMS
- Annually promote students into the new year structure
- Ensure and manage a smooth transition from one year to the next in SIMS
- Update and apply periodic changes to courses, teachers and rooms
- Ensure the smooth transfer of data between Nova-T, assessment manager, academic management and lesson monitor

Other Responsibilities:

- Arrange cover for absent teachers and ensure the accurate recording of absence for all staff
- Work with IT support to maintain users and user accounts for new staff and students
- Work with the e-Curriculum Manager to troubleshoot any aspects of SIMS
- On occasion, provide support for staff on the use of SIMS

A Deputy Headteacher will be the direct line manager for the SIMS Manager, though a lot of the day to day work will be with the SIMS and data team and teaching and office staff.

PERSON SPECIFICATION: SIMS DATA MANAGER

A. QUALIFICATIONS AND TRAINING

Criteria	Essential	Desirable
Evidence of having successfully completed recognised qualifications	✓	
Evidence of continued professional development to enhance SIMS/ICT skills		✓

B. SKILLS AND KNOWLEDGE

Criteria	Essential	Desirable
A good working knowledge of SIMS (or a similar information management system), including the ability to create and run reports and input data and information	✓	
Ability to communicate clearly and positively with others (verbally and in writing)	✓	
Skills and knowledge to design report templates in SIMS		✓
Knowledge and experience of using the Common Transfer System, transferring data between schools		✓
Experience of managing cover systems		✓

C. PERSONAL SKILLS AND ABILITIES

Criteria	Essential	Desirable
Strong timekeeping skills and ability to work to deadlines	✓	
Ability to communicate clearly and effectively both orally and in writing	✓	
Effective interpersonal skills in a range of contexts	✓	
Information technology skills	✓	
Ability to work as part of a team as well as individually	✓	
Ability to act with confidentiality and sensitivity	✓	
Ability to maintain records and to work in a logical, organised manner	✓	