



The Bishop Wand Church of England School

Position	Assessment and Data Administrator	Grade	Surrey Pay S6
Department	Administration	Work Pattern	25 hours per week 39 weeks per year (term time) <i>Monday to Friday</i> 9.00am – 2.30pm 30 minutes break per day
Line Manager	Deputy Headteacher, Teaching and Learning		

Job Profile

Job Purpose

To manage and develop the School's use of student specific performance and assessment data on the School's management information systems and to support the School in achieving improved educational outcomes. To support the strategic direction of the School in its use of data and development and maintenance of SIMS.net.

1.0	Assessment and Data Tracking
1.1	To work with the Senior Leadership Team to plan and disseminate the Assessment calendar for each academic year.
1.2	To take responsibility for the development and management of assessment systems within the School including SIMS.net Assessment Manager, 4 Matrix and ALPS to ensure the delivery of effective data for all Key Stages.
1.3	To manage the creation and maintenance of grade sets, results sets, mark sheets and report templates as required by Senior and Middle leaders to effectively support the recording, tracking and monitoring of student attainment and progress.
1.4	To lead on importing results and database information from other assessment based systems, such as FFT, Aspire, RAISEonline, MidYIS and DfE Key to Success, so to provide a comprehensive set of base data for all students.
1.5	To take responsibility for the co-ordinator of all data feeds including RAISE online, ALPS, MidYis and disseminating the senior and middle leaders as required.
1.6	To support the Senior Leadership Team in setting up and providing target setting data for each Head of Department, Head of Year and Key Stage Manager at the start of each academic year and to adjust/revise as required throughout course of the academic year.
1.7	To provide the Senior Leadership Team and middle leaders with an on-going analysis of KS3, KS4 and KS5 performance and assessment data, predicted and actual.
1.8	To produce key performance indicators as required.

1.9	To produce annual target setting returns as required for external agencies.
1.10	To analyse and report on GCSE and A level examination results before, on and after results days in August.
1.11	To be able to use advanced formulas, macros and advanced functions to manipulate and present data
1.12	Undertake quality assurance methods to ensure the integrity of all assessment and tracking data maintained by the School.
2.0	Progress Reports
2.1	To manage and be accountable for the use of SIMS.net Assessment Manager and other assessment based systems to produce student reports in accordance with the School Assessment calendar.
2.2	To liaise with teaching staff in relation to the input of data require for the reporting process, resolving any issues arising with regard to data collection, with the aim of ensuring that timetables are adhered to at all stages.
2.3	To design and set up complex report templates for each reporting period and thereafter ensuring the effective transfer of data into templates so that reports are complete and accurate.
2.4	To be responsible for the printing of Student Reports and overseeing the efficient distribution amongst the respective year group(s).
3.0	SIMS.net Support
3.1	To work closely with the Technical Services Team and to be the primary contact within School in relation to SIMS.net
3.2	To contribute to management of SIMS.net including developing and maintaining knowledge of all modules and a technical overview in conjunction with the Technical Services Manager.
3.3	To be responsible for adding new users to SIMS.net and other software systems as required.
3.4	To provide training for school staff in the use of SIMS.net including Assessment and other training as appropriate to assist efficient use of data and effective data analysis.
3.5	To explore and develop other software applications to facilitate effectiveness of School's use of data for example SIMS Discover and SIMS Analysis.
4.0	Other
4.1	To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential sensitive information in line with data protection legislation.
4.2	Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
4.3	To ensure compliance with all School policies and procedures and continually promote and support the ethos of the School.

Person Specification	
Qualifications	
Five GCSEs or equivalent at Grade C or above including English and Maths	Essential
Knowledge and Experience	
Knowledge of data management within a secondary school setting	Desirable
Sound knowledge and experience of Microsoft Office applications including advanced knowledge of Excel	Essential
In depth experience of SIMS.net within an educational setting	Desirable
Abilities and Skills	
Strong numeracy skills and an ability to understand, analyse and accurately record routine and complex numerical data	Essential
Highly effective written and verbal communication skills	Essential
Ability to plan and prioritise a range of regular and irregular tasks	Essential
Strong organisational skills and attention to details	Essential
Ability to provide high levels of customer service	Essential
Ability to work flexibly and to work effectively as a member of a team	Essential

Revision Date	March 2017
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