



## **SIMS and Data Manager**

### **JOB DESCRIPTION**

**Reporting to: Deputy Headteacher (Achievement and Progression)**

**Salary: PO2 (Point 36-38: £35,070 to £36,912) FTE**

**Pro Rata for Term Time +2 weeks: (£32,396 to £34,097)**

This new role at St Saviour's and St Olave's will see the successful candidate managing key aspects of our information systems and leading other staff in the use of our information systems. Reporting to the Deputy Headteacher (Achievement and Progression), the SIMS and Data Manager will have the technical skills and experience to be a key leader in our school.

#### **Management Responsibilities:**

- To ensure the efficient management and use of data across the school;
- To work with the Schools Leadership team to ensure that the GDPR initiative is planned for and successfully implemented by May 2018
- To continually monitor and update school systems in line with GDPR legislation
- To develop the skills of all staff in using the MIS system through bespoke training sessions on key areas as agreed with Line Manager; and
- To manage the school's website.

#### **Whole School Data Responsibilities:**

- To work with the school's Senior Leadership Team to ensure all data systems relating to timetable, attendance and student behaviour function effectively;
- To take the lead on ensuring the accuracy of the census at different points in the year;
- To support senior staff responsible for achievement and progression in designing reports on pupil outcomes;
- To monitor data entry to the school's MIS and provide updates on the entry of data to MIS particularly at times of RoP (Record of Progress) data collection;
- To check for accuracy and anomalies in pupil level data for the SCAAT data checking exercises, liaising with the Headteacher;
- To be responsible for creating a range of reports within the MIS and creating files to import in to other software;
- To routinely create and publish summary data reports from examination results and assessment data, and respond to requests for further summary data reports;
- To support INSET regarding data systems;



- To be involved in working parties designed to refine the use of data, providing consultation on data systems and builds where appropriate;
- To manage the Course Manager section of the schools MIS to ensure accurate data is recorded;
- To support teaching and administrative by resolving issues as they arise within the MIS system;
- To liaise with CAPITA where issues cannot be resolved in school; and
- To ensure all updates within SIMS are carefully and successfully managed

### **Assessment System Responsibilities**

- To manage the build and maintenance of all assessment data structures in the school's MIS required to capture the performance of students at agreed points;
- To be responsible for calculating all data targets annually and distributing them to staff;
- To download and import securely all relevant assessment data from DfE and other organisations;
- To work with senior leaders to ensure the accuracy of data, providing support for checking processes; and
- To manage the publication of RoPs, including preliminary checks for missing data, template verification, print, collation, dispatch and uploads to the schools MIS Document Server.
- To support teaching and administrative staff by resolving issues as they arise within the MIS system

### **Line Management Responsibilities**

- To line manage the Exams Officer setting targets and reviewing achievement through regular staff appraisal.
- To line manage outsourced IT contractors.

### **Other Duties:**

- To administrate the school's biometric catering system;
- To attend meetings, as and when required;
- Anything else commensurate with the post of which is deemed necessary by the Headteacher.