



ST SAVIOUR'S AND ST OLAVE'S
SIMS and Data Manager

Person Specification

Essential	Desirable
<p>Evidence of extensive use of a range of SIMS modules.</p> <p>Ability to explain to others how to use a variety of modules in SIMS.</p> <p>Total and uncompromising commitment to making a positive difference to the lives of students.</p> <p>Ability to work well with staff including both teachers and other support staff.</p> <p>Detailed knowledge and understanding of the school environment.</p> <p>Knowledge and understanding of curriculum and assessment systems in schools.</p> <p>Ability to lead, influence and manage change including the capacity to make tough decisions.</p> <p>Demonstrable understanding of, plus commitment to contribute to, the Christian ethos of the school.</p> <p>Excellent ICT skills.</p> <p>Sound mathematical skills.</p> <p>Excellent attendance and punctuality.</p> <p>Ability to communicate effectively both in writing and in person to a variety of audiences.</p> <p>Ability to work effectively during extended periods of pressure.</p> <p>Ability to develop an area action plan and deliver</p>	<p>Evidence of managing and appraising colleagues' performance</p> <p>Experience of training colleagues in the use of modules within SIMS</p>



improvement based on this action plan.	
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In addition the SIMS and Data Manager needs to be:

- Innovative
- Creative
- Flexible
- Tolerant
- Proactive
- Enthusiastic
- Tenacious

With

- Stamina
- Sense of humour
- Attention to detail
- Resilience
- Ability to see things through to completion.

Notes:

- (i) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- (ii) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once year and it may be subject to modification or amendment at any time after consultation with the holder of the post.