



Radnor House  
— SEVENOAKS —  
celebrating every individual

## **JOB DESCRIPTION**

### **Data Administrator (MIS)**

**LINE MANAGER:** IT Services Manager

#### **Purpose and Key roles**

To support the IT Services Manager in developing and managing the Management Information System (SIMS) at Radnor House Sevenoaks to ensure streamlining and effective delivery of data and information in order to support the school's efficient day to day running.

#### **Key Responsibilities**

##### **Management Information System – SIMS Co-Ordination**

- Maintain and develop the use of the SIMS by all personnel within Radnor House, Sevenoaks including Teaching and Support staff.
- Management and amendment of the timetable using SIMS
- Developing procedures for capturing all pupil changes, including set changes, classroom changes and teacher changes
- Assist the Registrar in maintaining the pupil information on SIMS and carry out the SIMS rollover from academic year to year
- Liaise with SLT member's responsible for examinations, curriculum, and assessment.
- Working alongside other members of the IT Team as required and at the discretion of the IT Services Manager
- The use of SIMS:
  - i. to effectively track the Academic progress of students at Radnor House, Sevenoaks
  - ii. to inform the SENDCo
  - iii. gathering and importing data
  - iv. administration of GCSE and A2 Option choices
  - v. preparation of Half Termly report templates and dissemination of reports
  - vi. develop the use of Power BI to display student information
  - vii. to develop effective housekeeping procedures
  - viii. deal with technical support queries regarding SIMS
  - ix. ensure that the use of SIMS is GDPR compliant
- Assist the IT Services Manager and Head of Administration in the development and use of the Parent Portal and other systems linked to SIMS.
- Assist the Examinations Officer when required in the running of examinations (during exam season).

### **Skills required**

- Educated to at least A Level or equivalent vocational experience
- Relevant qualifications in IT/business administration
- Analytical skills
- Excellent communication skills

### **Knowledge and Experience required**

- Experience of working in a data management environment
- Experience of managing and developing data systems, such as SIMS
- Information gathering and analysis
- Working in an educational environment
- Excellent IT Skills
- Ability to focus on detail
- Excellent communication skills
- Ability to work to deadlines
- GDPR regulations

### **Other considerations**

- Understand the school regulations and health and safety policies, being aware of and implementing the school rules and school policies, in particular safeguarding of children.
- Co-operating with Radnor House, Sevenoaks in all matters concerning Health and Safety and specifically to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions at work.
- To undertake other such duties that may from time to time be reasonably assigned by the Head.
- Any other reasonable duties as commensurate with the grading of the post, or as directed by the Head
- To continue the roles outlined in this job description to the highest level.

The above statement of Responsibilities is agreed to be an accurate job description

**This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.**