



ST BENEDICT'S SCHOOL

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SBJS Assessment Manager and SIMS Administrator

The Post

A full-time member of staff with suitable experience is sought to fulfil the role of SBJS Assessment Manager and SIMS Administrator, line-managed by the *SBJS Deputy Head (Academic)*. The successful applicant will ideally be a graduate with appropriate qualifications.

The post offers opportunities for the successful applicant to participate fully in the academic and co-curricular life of the School. S/he should have a clear philosophy of education and must be prepared to offer energy and commitment.

Responsibilities include

The *Assessment Manager and SIMS Administrator* is the *Personal Assistant* to the *Deputy Head (Academic)* and is responsible for the development and maintenance of the *Junior School and Nursery's* information management system (SIMS), the management of academic data, the provision of school reporting and also the assessment of prospective pupils.

- To be the key point of contact re *SIMS* for the *Junior School and the Nursery*
- To assist the *Junior School Headmaster*, the *SBJS Deputy Head* and the respective *Heads of the Key Stages* in the provision of pupil progress data for use in monitoring, target-setting and whole school improvement
- To support the *SBJS Deputy Head (Academic)* in preparing academic data and reports for the *Junior School Headmaster* and Governors, including the analysis of examination results and other assessment data
- To manage and produce individual and group reports as required by *Governors*, the *Junior School Headmaster*, senior management team members and external agencies (e.g. other schools)
- To assist the *SBJS Deputy Head (Academic)* in the recording and analysis of academic data; the management and development of academic data systems; the efficient collection and delivery of data and analysis



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- To assist the *SBJS Deputy Head (Academic)* in setting-up reports to track individual/cohort pupil progress
- To work closely with teaching and support colleagues throughout the academic year to improve the collection, accuracy and use of assessments and other data, including the entry, editing and analysis of appropriate assessment and timetable data
- To assist colleagues in making full use of the data available to them
- To assist the *SBJS Deputy Head (Academic)* in scheduling assessment weeks
- To carry out the assessment of prospective pupils (English, mathematics, and Verbal Reasoning papers for 7+ age groups)
- To timetable, manage and administer whole school assessment weeks throughout the academic year
- To liaise with the *SBJS Head of Learning Support* and the *Acceleration, Challenge and Enrichment Leader* in relation to academic tracking
- To manage the security and confidentiality of data, in line with *Data Protection Legislation*
- To support teaching colleagues in the inputting of assessment data
- Check academic data for accuracy
- To create and amend mark sheet and report templates
- To check mark sheets and reports prior to publication
- To create, collate and distribute reports and academic tracking data to parents as directed by the *SBJS Deputy Head (Academic)*
- To assist in the training of colleagues regarding the assessment process, monitoring systems and expectations
- To work with the *SBJS Deputy Head (Academic)* in the administration of planned and unplanned cover for staff absence



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- To support the *SBJs Deputy Head (Academic)* in the administration of the start and end of academic year procedures
- To produce class lists, including prior attainment data for the beginning of each term and as and when requested
- To participate in Inset (training) and other learning activities and performance development as required by the School
- To assist the *SBJs Office* team as and when required
- To undertake similar duties, commensurate with the level and scope of the post, at the discretion of the *SBJs Headmaster*
- To carry out duties as timetabled during the school day (e.g. morning break and lunch duties)

School Times and Co-Curricular Commitment

For pupils, the day begins at 8.30am and classes end at 3.30pm and 3.45pm for the Pre-Prep and Junior departments, respectively. There is a staff meeting on Mondays after School that all teachers attend and that the *SBJs Assessment Manager and SIMS Administrator* will be asked to attend some of these meetings. As part of the role relating to administration of cover, the working day will commence at 7.45am.

Days of work required during holiday periods – specify as below:

The post is full time term-time only, plus 14 days (4 INSET days and 10 days to be worked during the school holidays).

Both the *Junior* and the *Senior Schools* are renowned for their care and commitment to personal development and formation. In the Junior School we aim to provide a home from home, one that prepares the children for secondary education at the Senior School.

Remuneration

The allowance will depend on experience and qualifications and will reflect the importance of this post and will be reviewed annually.



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Applications and Timetable

Candidates must submit a letter of application. This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Closing Date for completed applications: Thursday 9 December 2021 at 12.00 noon.

Interviews are planned for **week of 13 December 2021.**

The successful applicant will take up the post on **Tuesday 4 January 2022.**



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Person Specification for the SBJs Assessment Manager and SIMS Administrator Post			
	Essential <i>These are qualities without which the applicant could not be appointed.</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i>	Method of Assessment
Qualifications	<ul style="list-style-type: none"> A minimum of 5 GCSEs or equivalent, including <i>English</i> and <i>Mathematics</i> at Grade C or above. 	<ul style="list-style-type: none"> 2 years' experience in this role or a similar role in a school environment A degree (e.g. BA, BSc, BEd, PGCE) - First or Second Class Honours Evidence of additional courses attended, and certificates attained 	Production of the applicant's certificates
Experience:	<ul style="list-style-type: none"> Experience using SIMS or similar management information system Experience using Excel 	<ul style="list-style-type: none"> At least 2 years as a SIMS Administrator Previous experience as an examination manager 	Contents of the Application Form. Interview Professional references
Skills	<ul style="list-style-type: none"> Flexibility and attention to detail Excellent people skills An empathetic and emotionally intelligent approach to leadership An open-minded, honest, collaborative, and reflective manner and mindset Well organised, with good time management skills High level of communication skills (written and orally) across a broad range of contexts, including public speaking, presentations to pupils, parents, staff, and school governors A commitment to safeguarding and promoting the welfare of children The ability to be proactive A team player 	<ul style="list-style-type: none"> ICT skills, especially knowledge and understanding of Microsoft Word, and PowerPoint 	Contents of the Application Form Interview Professional references



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Knowledge	<ul style="list-style-type: none"> • Good understanding of SIMS; and 7+ assessments 	<ul style="list-style-type: none"> • Experience working in a Junior/Prep/Primary School. 	Contents of the Application Form Interview Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> • A willingness to play a full part in every aspect of life at St Benedict's School and Nursery • A willingness to be fully supportive of the Catholic ethos of the School • Positive attitude toward meeting the needs of the children and their Parents 		Contents of the Application Form Interview Professional references