

**Job Description**

**Information Data Manager**

**Grade**

Hours:                   36 hours per week (M-F : start and finish time tbc)

Weeks:                 41

Salary:                   Scale 6 Point 18-20

FTE:                       £27,228.00-£28,215.00

**Responsible to:** Deputy Assistant Head of School and Assistant Heads of School

**Purpose of Job**

To manage the SIMS system effectively so as to facilitate the effective and efficient

management of the school. To develop the SIMS system and to train staff in its effective

use and to manage the use of data effectively to inform the implementation of the

curriculum by staff

**Main duties and responsibilities include :**

1. Wide use of SIMS software modules including Options, Assessment Manager, course manager, attendance, behaviour and lesson monitor alongside external software such CISRA and 4Matrix etc.
2. Providing back-up support on all aspects of SIMS for Oak Wood and to be the lynch pin in relation to all administration software.
3. Set up of new academic year including curriculum promotion alongside the timetabler.
4. To work alongside and support the timetabler to transfer the completed timetable into SIMS, ensure that all students are linked to groups, co-ordinate the rooming and liaise with curriculum leaders as appropriate. Use of Nova T6 as required.
5. Working alongside Deputy Head and Head of Post 16 with all aspects of examination and data management, and examination and data analysis in SIMS, ALPS, CISRA and/or 4Matrix as appropriate.
6. Update assessment data on templates on a yearly basis. Maintain the tracking sheets to reflect data from previous year and make available historic tracking sheets at the beginning of year for each class and teacher as required.
7. Take requests for information and produce either the data from a report or design a report to produce the information; keep reports current and valid.
8. To prepare all aspects of reporting, assessment and statistics required by the school ranging from CATs, KS3 SATs, SEN data and information, GCSE and AS/A2 level.
9. Maintaining the Post 16 timetable, Aim Higher reporting system and related software.
10. To assist the Examinations Officer with the downloading and publication of the GCSE, AS and A2 results.
11. Support transition co-ordinator with new year 7 data management into Sims.
12. Support with the use of Sims Options module for GCSE and A level preferences.
13. Preparing all Academic School Returns, including pupil count, school census, workforce census, course manager, DfE returns etc.
14. Provide support/training on SIMS and other data packages for a wide range of purposes.
15. Offering specific support to the Assessment and Reporting Administrative staff, the senior member of staff i/c PiXL.
16. Work with colleagues to ensure that all new students are entered and timetabled onto SIMs, photographs are uploaded and that leaving students are removed.

### **Equal Opportunities**

Understand and act in accordance with the Equal Opportunities policies of the School with regard

to staff, pupils and visitors.

### **Other Duties**

Carry out any other related duties commensurate with the general level of responsibility of the post.

**Key skills & competency requirements:**

* To have an excellent working knowledge of all aspects of SIMS, particularly the Assessment and Reporting modules.
* To be fully competent in the use of Excel.
* To have a working knowledge of other Microsoft software.
* To have the ability to think logically and systematically.
* To be able to remain calm under pressure.
* To have excellent interpersonal skills, including sensitivity to individual needs.
* To have previous experience of training and supporting in IT.
* To feel comfortable and at ease within a community of young people.
* To be adaptable to change with regard to the ever changing ICT environment.
* To be able to work to deadlines
* To have a sense of humour.
* To be committed to equal opportunities.
* To have a good knowledge of the educational system in a secondary school.

**Education/Qualification:**

* Good standard of formal education

**Responsibilities**

* Be aware and comply with policies relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
* Be aware of and support diversity and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Participate in training and other performance development as required.