



**Guilsborough Academy**

*Guilsborough Multi Academy Trust*

## Job Description

**Post**                      **Sims Data Manager**  
**Post Holder**  
**Responsible to**      **Assistant Principal – Curriculum**

### **Purpose of the Job**

As part of the whole school administration team, to create, oversee and develop strategic and operational data and its systems within the school for the Senior Leadership Team (SLT) and the Teaching Staff to manage the direction, co-ordination and development of its staff and raise educational attainment of students. Produce clear, concise, accurate information to support the school's senior leaders in raising standards of performance across the Academy. Analyse problems, develop solutions and strategies with senior leaders to develop further school improvement. Furthermore, timetabling the curriculum and its resources including the management of the Sims software system.

### **Area and Type of Impact**

The job holder:

- Supports the whole school by processing data, to analyse information in the school and to produce reports and insight on key targets and achievements for all students and staff, on a regular basis.
- Interprets, manipulates and analyses data and information to produce reports and statistics regarding progress, achievement and tracking of students, to support the whole school curriculum.
- Directly manages the Data Assistant together with supervision and supporting of whole school staff training in respect of Sims software packages.
- Acts as a Manager for Sims and other software packages.

### **Job Context**

The Academy is an all-through 11 to 18 school for secondary aged children. The Academy has approximately 1360 students. The jobholder's responsibilities and objectives are to develop and manage databases, in particular that of the Sims software package and to support the Assistant Principal with timetabling for the whole Academy.

### **The Job Holder Line Manages:**

The Data Assistant who support and assists with assessments and reporting by checking and monitoring for results for each reporting session i.e. 6 times per school year. They are also responsible for posting duplicate reports and amending templates.

The Line Manager is the Assistant Principal who in addition to line management and assessments responsibilities has teaching commitments and is responsible for the oversight of the school curriculum.

### **Job Description**

1. To be responsible for the overall management of the Sims system for the whole school to ensure that critical data is current and available to managers, parents and students.
2. Assist the Assistant Principal in maintaining the timetable within the Sims database to ensure appropriate, accurate information and the smooth running of students and staff timetabling. Advise Principal, Vice Principal and Assistant Principal on timetable requirements to enable them to make strategic decisions on its deployment and physical resources. To implement these strategic decisions in an effective and efficient manner.
3. Develop a whole school approach to the management of the student data, including assessment, behaviour and attendance; to facilitate efficient management through effective information.
4. Analyse performance data after each reporting period (6 times per school year) to ensure all statutory reporting requirements are met and effective data is available for the Academy.
5. To review and develop information regarding assessment available to parents via the Academy website.
6. To be responsible for staff training in respect of Sims database and other DfE (Department for Education) including overseeing and advising managers of Sims applications to maximise the full potential of its capabilities. Sims liaison and troubleshooting.

7. Project manage any new national developments within data management to ensure maximum use and efficiency.
8. To plan, communicate and maintain the Duties register.
9. Liaise with EFA (success factor calculations) and manage the DfE returns and provided software to ensure compliance with examination matching.
10. Manage and maintain the data in Course Manager to ensure compliance with exam matching, accurate census data and affects on Sixth Form funding.
11. Have a full understanding of the Exam Officers role so that at key points of the year you will be able to deputise during absence.
12. Responsible for the oversight of the School Census.
13. Knowledge and or use of SISRA
14. Maintain the overview of administration tasks relating to Sims and the staff responsible.
15. Oversight of Mintclass seating programme
16. To supervise students over lunchtime duties as and when required.

### **Person Specification**

Qualities and Attributes	Essential	Desirable	Evidenced by
<b>Qualifications</b>			
Relevant degree in IT or Business or Statistics/ Mathematics equivalent		√	Application
Excellent standard of literacy and numeracy and educated to A Level Standard	√		Application
<b>Experience</b>			
Working with and analysing of complex schools performance and data management of school systems	√		Application/Interview
Supporting and advising senior managers on how school data should be collected	√		Application/Interview
Drafting and presenting schools data and reports	√		Application/Interview
<b>Knowledge and Skills</b>			
Working with precision and attention to detail	√		Application/Interview
Excellent ICT Skills including analysis and interpretation of data sets	√		
Ability to prioritise and manage workload own work and monitor the work of others.	√		Application/Interview
Excellent organisational, planning, coordination and influencing skills	√		Application/Interview
Project and supervision skills	√		
Work to tight timescales and conflicting demands	√		Application/Interview
Decision making and use of good judgement	√		
Excellent communication skills, both oral and written	√		
<b>General/Personal Qualities and Characteristics</b>			
Ability to be proactive and work on own initiative	√		Application/Interview
Ability to work accurately, including under pressure	√		Application/Interview
Ability to think and work independently, meet deadlines and keep calm in a crisis	√		
Ability to self-evaluate and actively seek opportunity for improvement	√		Application/Interview
Ability to work flexibly and collaboratively within a team environment	√		Application/Interview
Ability to maintain confidentiality	√		

The postholder will carry out any other duties as directed by the Principal commensurate with the general level of responsibility of the post. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a large and growing school which requires flexibility in all of its employees. This job description is current at the date shown but, in consultation with the Post Holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed ..... Postholder

Signed ..... Line Manager

Date .....