



Candidate Brief

SIMS Manager [£33,167-£38,312]

ASAP

Full time & Permanent



BLENHEIM HIGH SCHOOL

LONGMEAD ROAD, EPSOM, SURREY, KT19 9BH

www.blenheim.surrey.sch.uk

BACKGROUND INFORMATION

Blenheim is a dynamic, exciting and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of approximately 1310 students on roll including 200 in the Sixth Form. Blenheim is a mixed comprehensive and our reputation in the community is excellent and as a result the school is very popular. The intake comprises of students from all areas surrounding the school and ability levels are varied. Candidates should be entirely committed to the comprehensive ideal of education.

The school is under new leadership as of April 2017 and with a virtually new wider leadership team we are putting in place a comprehensive programme of measures to improve the consistency of teaching practices across the school, the quality of assessments and the impact of feedback, so that all students make good or better progress. Our last Ofsted inspection was in January 2017 and we were graded as 'Good' in two categories and 'Requires Improvement' in three, with an overall judgement of 'Requires Improvement'. The ethos of Blenheim High School now revolves around a growth mindset where all members of the school community are actively encouraged to develop the characteristics of constant improvement, being open to new ideas, hard work and resilience.

We converted to Academy status in March 2012 and we have developed many community and primary school links. We are fortunate to have outstanding facilities and we are a well-resourced school. All classrooms are equipped with interactive whiteboards and we work hard to provide a stimulating environment in which students can learn. We have an iPad for Learning Scheme under which all students have access to an iPad, the overwhelming majority having their own personal device. All teaching staff, therefore, need to be willing to engage with new technologies. Visitors to the school constantly remark on the calm, purposeful learning ethos that they observe. We are fortunate for the school to be situated in its own grounds and have grass football and rugby pitches along with gardens around the school. We also have an all-weather pitch.

We typically achieve strong examination results which are well above the national average in many cases. In 2017, our A*-C pass rate was over 59% in 8 different GCSE subject areas. In Art, Drama, History, Leisure and Tourism, Technology (Food, Graphics, Resistant Materials and Textiles) over half of all the grades were A* -B. In our Technical awards we had a 100% pass rate (Pass to Distinction*) in Health and Fitness, Food and Cooking, Construction and ICT. Results in core subjects have remained well above the national average for Blenheim students in 2017 with 69% gaining the new 9-4 GCSE grade in Mathematics and 71% in English, with 26% of the grades being the highest new GCSE grade of 7-9 in English and 16% in Maths. In Science, Biology, Chemistry and Physics, 85% of students secured a C grade and above, with over one third of the results being A*/A. Outcomes in the Sixth Form were also strong with the progress students made being equivalent to the top 15% nationally (Alps 2017). The majority of students secured first choice University places including Durham, UCL, Loughborough, Exeter, and Warwick. 50% of grades achieved at A2 were A*-B in 2017, with 81% at A*-C (School record).

Job Profile



The aim

To support the strategic direction of the school in its use of data and the development and maintenance of SIMs.

Accountable to:

- The Headteacher

Supporting roles

- The SIMs Manager will be supported by the Data Analysis Assistant and other personnel.

Safeguarding

- To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

Key responsibilities:

- Maintaining an accurate and up to date Management Information System.
- Work with key personnel as directed to process external statistical returns.
- Monitor and manage accurate and up to date data for all students [personal data, class lists etc].
- Lead on importing results and database information from other systems, e.g. PARS.

- Compile lists and maintain statistical data in respect of classes, year groups, and subject undertaking analysis of statistics required by staff.
- Responsible for working with key personnel in respect of the School Census Report, SIMS student and staff database and reports.
- Ensure the Management Information System works effectively in readiness for future demands.
- Work with key personnel to ensure the smooth planning, implementation and use of the timetable.
- To produce reports and analyse data, including examination performance, as requested by the Senior Leadership Team.
- Provide analysis of results and progress as requested by Senior Staff and subject leaders.
- To provide target setting information and performance reports for Governors, Senior Leadership Team and external agents such as Ofsted.
- To train, advise and support staff in the use of management information systems used in school and to evaluate and research new opportunities for effective use of data management.
- To log and report any problems experienced by staff using SIMS.
- Attending relevant training courses as required to keep up to date with developments and advising the school and key stakeholders as necessary.
- Working closely with the Network Manager to oversee and contribute to the ongoing integration of SIMS.
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential information in line with data protection legislation.
- Contribute to the planning, development and improvement of administrative procedures and systems by regular evaluation of roles and procedures demonstrating a growth mindset i.e. 'always wanting to get better'.
- Other reasonable tasks as requested by the Headteacher.
- To undertake any other duties commensurate with the level of the post as required.

Person Specification

- Experience/education/training that clearly demonstrates the knowledge, skills and abilities to perform the scope of job duties of the position.
- Substantial Data Management experience of SIMs or CMIS or other systems.
- Proficient in statistical and numerical analysis.
- Understanding of current DFE requirements for progress within Secondary education.
- Prior experience of working in a similar role would be highly desirable.
- Developing and maintaining effective whole school information systems ensuring accurate and current data is available to meet the MIS requirements.
- Maintaining the security, accuracy and validity of data contained within the MIS and having due concern for data protection issues.
- Excellent verbal and written communication skills.
- Excellent organisational, planning and scheduling skills.
- Effective analytical and problem solving skills and the ability to work independently on assigned tasks.
- Excellent interpersonal skills.

- Experience working cooperatively with internal teams and external partners.
- Ability to work independently and be a team player, work professionally with all levels of staff.
- Proficient in using Microsoft Word, Excel, and Outlook.
- Ability to work under pressure, meet strict deadlines and effectively manage time to work on multiple tasks in high pressure and short deadline environment, and to adapt to changes in work load demand and priorities.

General

- Demonstrate a keen interest in all aspects of school life.
- To show solidarity by supporting school policy, and the senior leadership team, publicly.
- To challenge school policy, and the senior leadership team, privately.
- Commitment to individual continuous professional development, wanting to 'get better' by building on strengths but also recognising development areas and actively seeking to improve them.



The Application Process

Please download and complete the Application Form and include a Statement of Application outlining your achievements to date and what you bring to the role, please ensure this is no more than two sides of A4. Completed applications may be emailed to Emma Matthews, Human Resources, matthewse@blenheim.surrey.sch.uk

Alternatively you may post or hand deliver your application marking for the attention of **Emma Matthews, Human Resources, Blenheim High School, Longmead Road, Epsom, Surrey, KT19 9BH**. The closing date for receipt of applications is **Monday 19th March at 12 noon**.

To find out more about the school or to arrange a tour of the school please contact Mrs Mel Hart, PA to the Headteacher, headteacher@blenheim.surrey.sch.uk

Our school is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS disclosure. I enclose our policies for your information.

I should remind you that you are liable to prosecution if you are included in the Disclosure and Barring Service's/Disclosure Scotland's Children's Barred List and engage, or seek or offer to engage, in work which either involves contact with children or provides opportunities for contact with children.