

## Data & SIMS Manager Job Specification

### Academic Management

- Managing the MIS rollover at the start of the new academic year including
  - Importing the timetable
  - Adding students to their classes
  - Placing students in houses and tutor groups
  - Ensuring that promotion from one year to the next takes place correctly
  - Importing and maintaining pupil premium data
- Maintaining student courses, classes and tutor groups as required throughout the year
- Setting up intervention groups and registers within the MIS
- Assisting the timetabler with timetable changes
- Setting up and maintaining the Options system and ensuring that all student options allocations are imported into the MIS at the start of each academic year

### Assessment

- Importing student benchmark data into the MIS and maintaining this data as students move up the school
- Managing the assessment process within the MIS including the creation and maintenance of marksheets and individual reports
- Generating student assessment reports as per the Trust assessment calendar
- Providing assessment data to the Trust as per the Trust assessment calendar and at other times as required
- Reporting and analysis of assessment data, including import into our analytics system

### Admissions

- Maintaining the school roll including admitting and removing students as required and providing regular and ad-hoc reports
- Ensuring that all new students are set up correctly on the MIS and all linked systems, to include liaison with other schools and the Local Authority and transfer of data as required
- Ensuring that students are removed from roll in a timely fashion and that data is forwarded to other schools and the Local Authority as required
- Collecting Year 11 destination data and liaising with the Local Authority to ensure that they are able to follow up on Year 11 leavers
- Managing annual bulk data transfers relating to our Year 7 intake and ensuring that all data provided by the Local Authority, parents, primary schools and the DfE is integrated correctly within our MIS

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### Systems

- Managing the interfaces between our MIS and other systems including our parent communications system (SchoolComms), our assessment data analytics system (4Matrix), our benchmarking data system (FFT Aspire), our behaviour management system (Class Charts) and our timetabling system (NOVA T6). This includes:
  - Setting up all systems as required at the start of each academic year to ensure that the latest MIS structures are reflected in all linked systems
  - Setting up qualifications data in 4Matrix
  - Setting up SchoolComms with students, staff, groups and their contacts
  - Ensuring that NOVA and our MIS are kept in line with each other to ensure correct import of timetables
  - Exporting student benchmark data from FFT Aspire for import into other systems
  - Managing functional issues that arise between interfaced systems
- Liaising with our IT department to ensure that our MIS software is kept up to date and that patches and new filesets are applied as required
- Staying abreast of key functionality changes within our MIS
- Managing MIS logins for staff
- Running regular maintenance tasks within the MIS in order to keep the system running smoothly

### Attendance

- Writing and running scheduled and ad-hoc attendance reports as required
- Completing the Educational Setting Status form as required by the DfE
- Monitoring attendance marks in SIMS and ensuring correct use of attendance codes

### Census

- Running the termly School Census and submitting to the DfE in line with deadlines
- Ensuring that Free School Meals, Pupil Premium, Special Educational Needs and Disabilities, Exclusions and all other student data is correct and complete within SIMS

### Exams

- Providing support to the Exams Officer in ensuring that our MIS is set up correctly for exam entry and results processing including the setting up of all courses and qualifications
- Performing results processing on results day and ensuring that all results data is available in a timely fashion in our analytics system

### Other

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- MIS importing, exporting and reporting tasks as required. Examples include imports and exports related to annual student photographs and termly student conduct reports
- Supporting the school duty system at break and lunch times to ensure student safety
- Be an active participant in school community house activities
- Support any additional requests made by the Headteacher

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