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| **Job Title:** | **Information Systems Manager** |
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| **Salary:** | Band 3 |
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| **Hours of Work:** | 35 Hours per week, term time plus 1 week (to cover Exam Results days in August)  |
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| **Post Objective:** | To have responsibility for the school’s Management Information System, managing all data entered on to the system and meeting all reporting requirements in line with guidelines set out by the Department for Education. Take an active role in the preparation of school examinations, working closely with the Examinations and Data Leader to ensure all school exams run smoothly and in line with the regulations set out by the examination boards. |
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| **Accountable to:** | The Data Manager |
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| **Duties, Responsibilities and Key Tasks:** | * To have overall responsibility for and manage all data input into the school’s Management Information System (SIMS).
* To be recognised as a SIMS expert within school while at all times maintaining a high level of systems knowledge by attending workshops and training events as necessary.
* Ensure all student data is accurately maintained and input in a timely manner.
* Work alongside the Assistant Head responsible for reports to ensure data collections are completed on time.
* Ensure that progress and pastoral reports are accurately and professionally produced in a timely manner and in line with the school’s calendar.
* Liaise with the Leader of Learning responsible for timetabling to ensure that the School timetable is entered onto SIMS accurately and in line with the Department for Education (DfE) requirements.
* Prepare and run all school Censuses in line with the timetable set out by the DfE, ensuring all data is correct, including the main School Census and the Catholic Census.
* To assist with the administration and running of all internal and external examinations, ensuring compliance with regulations issued by the exam board and school policies.
* Support the Data Manager with the administration of student progress reports for analysis by senior and middle leaders.
* Perform any task or duty under the reasonable direction of the Head Teacher.
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| The responsibilities of the post may be reviewed and modified in the light of the needs of the school. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder. |