

# SIMS DATA MANAGER

## Candidate Pack



# HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where *"staff overwhelmingly feel well cared for"* and behaviour is *"exemplary."* [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and school leadership team (staff and student) which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,440 students including over 400 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2023 A level examinations; 60% of all A level grades were A\*-A with 82% of grades being awarded A\*-B. In GCSE examinations, students achieved an average Attainment 8 score of 71.2 and a Progress 8 score of 0.63 with 24% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths. Many of our school leavers from Year 13 have offers from top universities to choose from, including an average of 24 places at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective state school of the year many times over. Securing a place at Owen's has been described as *"winning the lottery"* in the Good School Guide, *"the golden ticket"* in Tatler and Ofsted judged us *"outstanding"* in all categories in December 2023, with no areas for improvement.

If you'd like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you

**Hannah Nemko**  
Headteacher



# SIMS DATA MANAGER

## Part Time, Permanent Post Required for September 2024

32.5 hours per week, term time plus one week summer holiday working  
(Flexible working could be considered for the right candidate)

Salary range: H7 - H8, depending on experience, pro-rata actual annual salary range £22,371 - £26,405,  
based on £29,777 - £34,834 for the full-time equivalent post (pay award pending).

Closing date: 9am, Friday 16 August 2024

Interview date: Thursday 22 August 2024

*We reserve the right to make an appointment before the closing date, so early applications are encouraged.*

The Governors of this highly successful, partially selective, mixed school invite applications for the post of SIMS Data Manager. The successful candidate will be responsible for the effective administration of the student data management and assessment systems as well as ensuring effective and accurate use of the school's SIMS (School Information Management System) database. In addition you will promote and develop the use of effective data management across the school.



DAME ALICE  
OWEN'S  
SCHOOL



# WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. Therefore, it is a place where you can focus your energies on developing effective teaching and learning strategies and grow as a practitioner. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum, as is cover, courtesy of a team of dedicated cover supervisors. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Teaching at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and teachers' careers. If you would like to work in a school where your passion for education can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



# JOB DESCRIPTION

**Post Title:** SIMS Data Manager  
**Responsible to:** Deputy Head, Pupil Progress

## **Purpose of the Role:**

- To be responsible for the effective administration of the data management and assessment systems including ensuring effective and accurate use of the school's SIMS Database;
- To promote and develop the use of effective data management across the school.

## **Key responsibilities:**

- Be responsible for and manage all student data input into SIMS (School Information Management System);
- Be recognised as the SIMS expert within the school, maintaining a high level of systems knowledge by attending workshops and training events;
- Manage system permissions, issue passwords, and ensure all staff have correct access to the SIMS database;
- Proactively maintain student records;
- Coordination and completion of the school census, Post-16 and other government returns, supporting relevant staff members as required to complete these returns;
- Prepare new academic year calendar in SIMS;
- Promote students into the new year structure and ensure smooth transition to new academic year within all sections of SIMS;
- Set up and maintain registration groups;
- Input periodic changes to courses, teachers and rooms;
- Liaise with Assistant Headteacher responsible for Curriculum and the Assistant Headteacher in charge of Sixth Form to produce student timetables;
- Maintain and manage the school's assessment and reporting systems;
- Work with SLT to ensure SIMS has all data required for effective reporting;
- Ensure Key Stage 2 data is complete and accurate;
- Import CATs and GCSE results into SIMS Assessment;
- Set up and maintain subject specific mark sheets;
- Ensure data collections are completed in a timely manner;
- Manage the production and accuracy of annual reports and interim reports on the progress of all students;
- Work alongside the exams and admissions teams to ensure consistency within the SIMS database and provide SIMS support where necessary;
- Write, design and produce reports, using both SIMS and Excel/Google Sheets, to analyse data effectively;
- Oversee the smooth running of Edulink (training can be given);
- Assist in organising emergency cover for teachers if Cover Managers are unavailable during the school day;
- Undertake any other duties in line with your level of responsibility, as directed by the Headteacher and the Deputy Headteacher.

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

# PERSON SPECIFICATION

Personal	Desirable/ Essential
Excellent communication skills	E
Attention to detail	E
Resourceful, patient and resilient	E
Tact and discretion when dealing with confidential matters and sensitive situations	E
Approachable, friendly manner, can-do attitude and a good sense of humour	E
Flexibility and integrity	E
A self-starter with the ability to work alone but also as part of a team	E
Calm, unflustered manner	E
<b>Skills, behaviours and qualities</b>	
Ability to process and interpret information and data in order to make a decision or recommendation	E
Ability to maintain a professional manner in challenging situations	E
Accuracy and reliability	E
A willingness to promote the school's ethos	E
<b>Knowledge and experience</b>	
Experience of a working in a pressurised office environment and ability to prioritise workload to meet challenging deadlines	E
Experience of working, and understanding of the data requirements, in a school and an interest in the education and data management sector	D
High level of competency in IT, including excellent working knowledge of appropriate Microsoft and Google applications	E
Experience of data input and manipulation	E
Knowledge of SIMS (School Information Management System) or other MIS (Management Information Systems)	D
Knowledge of Edulink	D
Experience of development, management and operation of computerised administration systems	E
<b>Qualifications and training</b>	
Good level of education	E
Substantial and appropriate data management and analysis experience	E
Commitment to personal professional development	E

# HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Jackie Campbell, School Business Manager, via [campbellj@damealiceowens.herts.sch.uk](mailto:campbellj@damealiceowens.herts.sch.uk)

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk)

