

SIMS and Data Manager JOB DESCRIPTION

The Role

The Data Manager has the overall responsibility for SIMS at St Thomas the Apostle, servicing the school's assessment/data analysis and handling needs. For aspects that can be generalised, this responsibility includes:

Key responsibilities

Data Handling & Management

Under the guidance of the Assistant Head Teacher, the post holder will be responsible for:

- Coordinating all, and carrying out some, of the gathering, checking and inputting of data (including images and files) and data structures;
- Coordinating all, and carrying out some, of the retrieval (reporting) and presentation of data, as required;
- Working closely with existing staff with responsibility for parental reporting and designing and maintaining a reporting system;
- Being responsible for the reporting system and its administration
- Input, manipulation, management and dissemination:
 - National test data
 - ALPs
 - GCSE and GCE data along with baseline/standardised test results
 - Any other system the school may use that requires data
- Working with the leadership team to review and predict performance of all year groups
- Providing accurate data needed by all stakeholders, including senior and middle leaders, teachers, parents and students
- Designing aspects and grade sets, designing templates and mark sheets, as well as maintaining them and designing and processing reports using AM data.
- Ensuring the Exams Analysis reports run efficiently and accurately whenever needed
- Maintaining all courses on SIMS
- To develop and manage analytical reporting at all levels and in all areas of the school
- To be responsible for the production of summary and statistical analysis following student assessments
- To support the target setting process using internal and external data as requested using both automated and manual methods
- To track the uptake of subjects and monitor performance against targets
- To liaise with external agencies, ensuring that school improvement is prioritised
- Attending all parents' evening to troubleshoot any issues with reporting
- To use data to support the options process, including setting up options online if necessary
- The successful candidate must be able to manipulate large data sets and have statistical analysis skills to interpret and evaluate findings. Highly developed general IT skills, including the use of Excel are essential

Support/Maintenance

- Being the primary contact with Capita and other agencies, including Capita support
- Keeping licenses up to date
- Being responsible for upgrades and installation of SIMS.Net and FMS
- Being responsible for maintaining users and user accounts
- Troubleshooting issues to do with the SIMS system and the use of it
- Ensuring that the data structures are adequate to the task, including the integrity, consistency and coherence of aspects, grade sets and the data themselves
- Keeping the data as up-to-date as possible
- Working with the SIMS Line Manager to maximise the user experience of SIMS
- Supporting key SIMS users
- The post-holder may be required on occasions to carry out such duties reasonably assigned by the Headteacher and/or Office Manager

Development

- Anticipating future needs in the context of the school's Development Plans;
- Working closely with the ICT Systems Manager to construct a SIMS Development Plan
- Liaising with staff in charge of areas affected by SIMS on future developments and planning
- Developing the school's use of SIMS InTouch so it is used to its full potential
- Constructing and presenting the Development Plan and proposals to Senior Managers.

Training

- Planning and coordinating SIMS specific training for teaching and non-teaching staff
- Conducting training at St Thomas the Apostle, as necessary, either by oneself or as part of a wider training team.

Curriculum

- The senior leader in charge of curriculum and timetable is responsible for constructing the timetable, using SIMS and Options. The data manager will be responsible for assigning group memberships in both the academic and pastoral structures and maintaining these throughout the academic year. The data manager will be required to print the timetables and set lists from the SIMS data, as well as other tasks relating to the academic element of SIMS, as appropriate

Review

- Monitoring the effectiveness of the SIMS implementation and usage, and feeding back findings to inform planning.

Pupil and contact data

- The Data manager will have the responsibility of developing an efficient way of maintaining correct pupil data, including such things as salutations, preferred names, contacts' status in conjunction with the school office staff.

Official Returns

- The Data manager, in association with the Office Manager, will be required to use SIMS to complete the necessary returns, either to the DfE, Diocese or the local authority.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

