



Park House School

SIMS Administrator

Job Description:

To maintain the SIMS database for the tracking and monitoring of students' attendance, performance and behaviour at school. To direct the setting up of classes, timetables and marksheets in SIMS.

Remuneration:

Grade C £18,562 - £19,312 FTE. Actual salary will be pro rata.

Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm, 37 hours per week, 43.8 weeks per annum.

Key Responsibilities

Assessment & Reporting

- Generation of assessment templates and marksheets for tracking of student data;
- Co-ordinate collection of data for production of tracking reports and distribution to parents;
- Production of reports for Senior Leadership Team, Heads of Department and Heads of Year;
- Assist with report print runs.

Academic Management

- Liaison with key staff over student classes and sets;
- Assisting with the administration of Options;
- Production of staff and department timetables;
- Input class/set data for production of timetables;
- Production of class lists;
- Creation of new student timetables;
- Updating student/staff timetables;
- Liaison with key staff throughout the year for any changes to staff/student timetables.

School Information Management System

- Maintenance and update of the school database (SIMS);
- Input data for the Autumn Intake and collate required information;
- To ensure the census data is submitted correctly.

Other

- To carry out any other duties as identified by the Principal commensurate with the grading and level of responsibility of the post.

November 2021

A Transform Learning Trust Academy

Principal: Mr Damian Crabbe • Andover Road, Newbury, Berkshire RG14 6NQ

01635 573911 /ParkHouseSchool @PHSNewbury office@parkhouseschool.org www.parkhouseschool.org



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Person Specification

	Essential	Desirable
Education and experience	<ul style="list-style-type: none">Good literacy and numeracy skills.Experience of working with SIMS.Proficient in Microsoft Office products, particularly Word, Excel and Power Point.	<ul style="list-style-type: none">Experience of working within a school environment.Understanding of the use of performance data in a school.
Knowledge, abilities, skills and experience	<ul style="list-style-type: none">Good communication skills both verbal and written.Conscientious with good attention to detail.Ability to liaise effectively with colleagues.Able to think creatively and problem solve.	<ul style="list-style-type: none">Awareness of safeguarding, child protection and bullying issues.
Personal characteristics	<ul style="list-style-type: none">Ability to work unsupervised.Must be a team player.Flexible approach to task in hand.Willing to undertake training as required.	
Other requirements	<ul style="list-style-type: none">Suitability to work with children.Must be patient and resilient.Good sense of humour.Understanding of the School's ethos and values.	<ul style="list-style-type: none">Driving licence with own transport.

Reporting to:	The Assistant Principal Teacher for Data
Salary:	Grade C £18,562 - £19,312 FTE. Actual salary will be pro rata.
Hours:	Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.30pm 37 hours per week, 43.8 weeks per annum.

Safeguarding and promoting the welfare of children is integral to effective management in our school. This school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will therefore be subject to Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks.

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