



## **Data (SIMS) Manager**

**Permanent, Required as soon as possible**

**Monday to Friday, 36 hours per week, Term time + Inset days and two additional weeks per year (41 weeks) *Part time applications will also be considered***

**Salary £26,862 to £31,116 per annum (FTE) Grade UST S7**

***Come and join us and make a difference!***

***Are you fully conversant with SIMS and have experience of producing, analysing and managing data?***

We are seeking to recruit a Data (SIMs) Manager to: -

- Manage effectively, efficiently and accurately the School Information System (SIMS) to meet the needs of the school, ensuring information is up-to-date and fit for purpose.
- Provide advice and guidance to staff, students and others relating to data (SIMS)

As the successful applicant, you will have:

- Experience of using SIMS (School Information Management System)
- Excellent administrative and organisational skills, including attention to detail, and the ability to multi-task
- Ability to meet deadlines under pressure and prioritise workload
- Ability to work with high levels of tact, confidentiality and discretion

If you think you can make a positive and confident contribution to our team, we would be delighted to hear from you.

### **The Magna Carta School**

The Magna Carta School is a high achieving school of 1250 students between 11 and 16 years old.

We are proud of our history of success and our reputation in the local community. The school is well known as a place of excellence and we are very proud of our academic, sporting, artistic and community achievements. It serves as a fantastic testament to the efforts of students, staff, governors and parents, which has ensured we have maintained our Ofsted status as a 'Good' school, with many outstanding features.

We have a unique approach to learning, in that we believe that every young person and adult must develop a Growth Mind-set, which we embed alongside our core values of

Respect...Learn...Aspire...Achieve. Through this we believe that we can develop our mastery of knowledge, skills and behaviours through dedication and hard work- talent is only a starting point!

As a Founder member of The Unity Schools Trust and the 1215 Learning Partnership, we are determined to enhance lives for young people across this area of Surrey. This partnership of high achieving schools provides the opportunity to share best practice with a wide range of like-minded colleagues. The Trusts vision is to be an outstanding learning community where together we learn to *know, to do, to be and to live together*.

To arrange a visit or request a conversation about this post, please email [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk) or telephone 01784 454 320.



To apply please visit the vacancies section of our website [www.magnacarta.surrey.sch.uk](http://www.magnacarta.surrey.sch.uk) or contact:  
Head of School, Unity Schools Trust, The Magna Carta School, Thorpe Road, Staines, TW18 3HJ.

**Email:** [recruitment@unityschoolstrust.co.uk](mailto:recruitment@unityschoolstrust.co.uk)

**Website:** [www.magnacarta.surrey.sch.uk](http://www.magnacarta.surrey.sch.uk)

**Telephone:** 01784 454 320

**Closing date for applications:** Friday 2<sup>nd</sup> of September 2022 at 12.00pm

The Magna Carta School reserves the right to interview suitably qualified candidates ahead of the application deadline where appropriate.

Applications from agencies will not be considered and all applications must be made on the school's application form.

Please note this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant's appointment will be subject to satisfactory enhanced clearance by the Disclosure and Barring Service.