



JOB DESCRIPTION

Job Title: Data (SIMS) Manager

Accountable to: Head of School

Responsible to: SLT Line Manager/s

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

Employment Status: 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 (working less than 36 hours per week)

Job Purpose

- 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 required

Main Duties and Responsibilities

1. Act as the SIMS system administrator for the school including the management of updates to the system, keeping up to date with changes / new practices.
2. Work closely with the IT department to ensure the smooth and effective function of the system and software across the school at all times
3. Ensure all students records are updated in a timely manner, including the issue of data collection sheets
4. Lead on and ensure local and national compliance with data returns, including the school census, liaising with other staff to ensure the data is correct, as required
5. Provide returns, reports, statistical and related information, as required, ensuring the provision of accurate and appropriate information to relevant parties.
6. Use statistical expertise to manage spread sheets and data bases to present this information clearly for relevant audiences.
7. Support staff in their use of SIMS and provide up to date training as required, ensuring SIMs is used accurately and in a standardised manner by all.
8. To update staff SIMS accounts to enable them to access timetables, student information and worksheets
9. Provide support for the SIMS Parent App, including the distribution of activation codes and publishing of reports
10. Be responsible for:
 - a) the new year process including behaviour and achievement modules, preparation of the academic year and provision of timetables for stakeholders, supporting the admissions process.
 - b) the end of year process
 - c) produce and manage mark sheets for staff for the input of data
 - d) Be responsible for overseeing and coordinating all data collation and publication of student reports.
 - e) Ensure data for pupil premium students is correctly recorded
 - f) Collect and update FFT/MidYis (or equivalent) data
 - g) Liaise with other schools regarding joiners and leavers

**Other Duties**

1. Be aware of and comply with all UST / school policies and procedures especially those relating to safeguarding, health and safety, confidentiality and GDPR / data protection.
2. Participate in performance management.
3. Take responsibility for own continuing professional development.
4. Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support students learning and well-being
5. Attend training and development sessions, as appropriate
6. Undergo Basic First Aid training and update courses, as required

The job description should be seen as enabling rather than restrictive and will be subject to regular review as part of performance management.