



JOB DESCRIPTION

Job Title: SIMS, Admissions and Examinations Officer
Grade: C3 SCP 19-22
Reporting to: Assistant Principal

Job Purpose:

To manage, organise, maintain and monitor the academy's administration processes, including managing SIMS and Admissions. To assist with the management of data processes within the academy both academic and pastoral.

To ensure the integrity of the Academy as an examination centre, to be responsible for the smooth running and administration of all examinations, tests and controlled assessments.

Main Duties and Responsibilities:

SIMS

- To implement the End of Year Procedure.
- To define the next academic year, including preparation of pastoral structure – creating registration groups, adding supervisors and pastoral managers.
- To set up academic promotion rules, including promotion of registration groups, staff and students.
- To accept incoming groups and assign to bands and registration groups.
- To admit students early for cashless systems to be implemented.
- To manage the 'Manage Classroom Staff' module throughout the year, allocating correct hours for part time staff in order that Cover Module will function correctly.
- To manage the 'Systems Manager' module. Providing new staff with usernames and passwords and ensuring that the correct level of access is assigned to each member of staff.
- To set up Options Module and populate with students and subjects, once complete writing back into SIMS.net.
- To populate SIMS.net with all students and timetables
- To update 'Course Manager' and maintain accurately throughout the year for CENSUS purposes, checking all courses, QANs and student memberships.
- To produce Student Census three times per year.

Admissions

- Oversee the admissions process of the academy including managing the waiting lists and in year admissions as well as annual cycle admissions.
- Act as the primary point of contact for all admission enquiries from prospective parents and students.
- Provide information and advice on admissions policies, entry requirements and application processes.
- Ensuring that accurate and up to date records are kept regarding students enrolment status.
- Liaising with the Local Authority admissions team regarding applications, appeals and FAP.

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- Liaise with school leaders, pastoral leaders and where appropriate other colleagues regarding the enrolment of students.

Examinations and Assessments

- To lead the academy's exam invigilators, ensuring the smooth running of the examination process and that invigilators are properly briefed on procedures.
- To manage a full range of administrative tasks for the examination process:
 - Keeping detailed real time records, showing examination entries for all students.
 - Dealing with the requirements of examination boards for the effective administration of examinations and providing relevant statistical reports as required.
 - Liaising with examination boards in respect of administration of entries, coursework requirements, conduct of examinations and results. Submitting all entries and ensuring that examination boards/authorities are aware of any special requirements for students and that the appropriate provision is made.
 - Providing accurate timetables to include dates, times, venues and number of candidates for all external and internal examinations.
 - Ensuring that all students, staff and parents are aware of and comply with the regulations for external and internal examinations and liaising with students/parents in respect of results, enquiries and appeals.
 - Creating seating plans, organising examination rooms and arranging safe and secure storage of examination materials and question papers, in accordance with relevant regulations.
 - Facilitating exam invigilation, ensuring that invigilators are properly briefed on procedures.
 - Providing support in school on examination results days.
 - Making external examination arrangements for private candidates where appropriate.
 - Ensuring certificates are checked and distributed appropriately.
 - Keeping up to date procedures and regulations for external examinations ensuring attendance at appropriate awarding body and in-service training meetings.
 - Record keeping, filing, data input/retrieval, photocopying and shredding as required.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

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We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	
• 5+ GCSE C/4 and above (or equivalent) including English and Mathematics.	E
• A' Level/ BTEC Level 3/ NVQ Level 3	E
• Admin NVQ qualification	D
Knowledge and Skills	
• Excellent telephone manner / communicator	E
• Computer literate and knowledge of Microsoft Office applications, especially Word and Excel	E
• Ability to work on own and part of a team	E
• Ability to keep accurate records	E
• Excellent interpersonal skills	E
• Friendly, calm, and unruffled disposition	E
• A passion for education and making a difference	E
• Excellent communicator	E
• Effective team member	E
• Ability to keep accurate records	E
Experience	
• Minimum 2-year office/reception experience	E
• Experience of working with young people	E
• Experience using software such as the SIMS database	D
• Recent experience working in a school within a data role	D
Continuous Professional Development	
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	
• Enhanced DBS Clearance	E

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