**Job Description**

**SIMS AND DATA OFFICER**

**Main Responsibilities**

* To be responsible for  the maintenance and developments of the  SIMS database, including periodical housekeeping tasks  and end of year procedures
* To be responsible for the school’s statutory returns and third party requests for information
* To support with the Options Processes  in liaison with the DH for Curriculum
* To support the Attendance Officer with the daily recording of student absences and cover as necessary
* To support the Attendance Officer with the production of weekly reports for a variety of stakeholders including LMT, Heads of Year, Student Support Team
* Assist with the production and issue of student progress reviews and related tasks
* Assist in the administration of timely and accurate data collections from teaching staff and help to ensure collections are completed within predetermined timescales
* To maintain strict confidentiality with all student data with due regard to data protection
* To carry out any other reasonable task at the request of the SIMS and Data Manager

**Skills and Experience**

The successful candidate will:

* Have experience of SIMS and an understanding of its functionalities
* Be able to demonstrate excellent communication skills, both verbally and in writing
* Have excellent administrative skills, including strong IT skills, with the ability to produce written documents to a high standard
* Show good organisational skills with the ability to work flexibly, adapt to different projects and requests and work to tight deadlines
* Exhibit high attention to detail and accuracy
* Have a professional work ethic and commitment to raising standards in all areas of responsibility
* Have knowledge and understanding of the education sector and/or experience of working within a school environment

**Expectations of Successful Candidate**

* Maintain strict confidentiality with all student, staff and visitor data with due regard to data protection
* Undergo any training required in order to perform duties effectively and be willing to train as a first aider
* Work proactively and communicate appropriately with staff, students, parents and other third parties to provide professional, efficient and effective support across the school
* Work closely with others towards shared goals; support and contribute to the development of others within the team through sharing knowledge
* Consider the reputation and maintain the high standards of the school’s Data team and the school in all work and communications
* To carry out any other reasonable task at the request of the SIMS and Data Manager.