



THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



SIMS/Cover Manager and ParentPay Co-ordinator Job Description

Hours:	Full time post worked during term time plus 2 weeks (41 weeks), for 40 hours per week
Department:	Support
Salary:	Inner London Pay Spine, Grades 24 to 28, dependent on skills
Responsible to:	Director of Operations and Senior Deputy Head

Job purpose

To ensure all student and staff data held on our MIS system (SIMS) is updated regularly so that mandatory returns are accurate and data collection deadlines may be met, to organise daily teacher absence cover, and to co-ordinate cashless payments received on ParentPay.

Specific responsibilities

SIMS:	Overall monitoring and management of the SIMS database including all related modules or other software.
Cover:	Organise cover for absent teachers and instructing cover supervisors or supply teachers of their daily cover duties.
Training:	Liaison with SIMS support team and attending, delivering and organising training for GCH staff as required.
Census:	Prepare and submit reports and returns
Timetable:	Use NovaT to assist the Timetabler
ParentPay:	Liaise with Finance to coordinate cashless payment items.
Free School Meals:	Distribution of FSM holiday vouchers
Admissions:	Assist Admissions Officers with the transferring of data on new students
Data:	Conduct other related duties from time to time as directed by the Headteacher, or Senior Management (SLT).

Duties

SIMS

Create SIMS User accounts for new staff, assigning permissions accordingly and train staff in use of SIMS using modules guides

- Assist Timetabler and liaise with other administration staff for student tagging to classes and courses
- Use Course Manager to ensure data is correct
- Liaise with Head of Inclusion, Head of Sixth Form and Exams Officer to make sure sixth form learning aims data is recorded accurately
- Run End of Year Procedures and make sure the new Academic Year is created and promoted on time



- Set Pastoral Structures for each new academic year (and amend as appropriate)
- Create and run SIMS reports as needed for SLT, staff and other key stakeholders
- Provide SIMS training for new staff

Cover

- Manage and maintain data recorded in the SIMS database using the Cover module to, effectively and efficiently, assign teaching cover for absent staff
- Keep a log of staff absences and monitor days of high staff absence that will require cover and liaise with the Senior Deputy Head to alert in advance
- Provide analysis of staff absence to the senior leadership team (SLT)
- Organise and make room changes for computer bookings, exams, revision classes, and other events

Data

- Produce the termly School Profile data and provide statistical and analytical data for internal and external partners
- Prepare and submit data for Census returns to the Department for Education
- Liaise with a range of associates, such as SIMS support, governors, the Local Authority, and Career providers, on any data updates or additional collections
- Use the DfE website to obtain information on students related to Pupil Premium, UPNs, CTFs, etc and use Learner Record Services (LRS) to register and issue ULNs to students in preparation for public exams
- Support Exams Officer with tracking reports and online data analysis and the Attendance Manager with attendance tracking reports
- Assist Admissions Officers with the use of Applica and adding to SIMS
- Create MS Forms for whole school surveys or parental consent
- Use Microsoft tools such as Forms and SharePoint to record and distribute information on GCSE Option subjects, liaising with relevant staff
- Coordinate Free School Meal-related initiatives
- Upload recruitment information on the school website

ParentPay

- Run the MIS sync software to transfer new student data to ParentPay
- Set up user accounts/issue activation letters for new students/parents
- Coordinate the creation of payment items with Finance and trip organisers
- Produce monthly/termly payment reports to Finance
- Be the first point of contact for parents with ParentPay-related issues



Person Specification

Qualifications

Educated to at least A level or equivalent, ideally in a discipline related to the skills needed

Essential

Familiar with Microsoft Office 365 with excellent general IT skills

Attention to detail and the ability to plan, organise, manage and evaluate data

Knowledge of SIMS or an equivalent database

Aware of GDPR regulations regarding data processing/data sharing

A background in delivering excellent customer service to a range of clients/stakeholders and comfortable working with young people in a multicultural environment

Demonstrable problem-solving skills

An understanding of technical developments

The ability to work collaboratively with colleagues and all stakeholders

Appreciate the need to work within procedures and guidelines in this heavily regulated, vibrant, diverse and dynamic environment

Desirable

Familiarity with ParentPay or other payment platforms (desirable)

An understanding of timetabling modules

The initiative to develop systems

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

An enhanced DBS disclosure is required for all posts.

Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.

