

ORCHARDS ACADEMY JOB DESCRIPTION

SIMS and Exams Officer

Job Title: SIMS and Exams Officer	Responsible to: Headteacher	Hours per week: 37 (41 weeks per year, 2 weeks to be completed during the summer holidays)
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Generic Duties and Responsibilities

To support and follow the Academy's policies by:

- Proactively promoting excellent working conditions and working to promote support systems for the staff and the Academy.
- Be committed to safeguarding and promoting the welfare of children and young people
- Maintain awareness of and commitment to the Academy's equal opportunities policy in relation to both employment and service delivery.
- To ensure full compliance with the Health and Safety at Work Act, Data Protection Act and other relevant legislation.

Specific Aims and Objectives

- To oversee SIMS system in relation to pupil data, reports and the census.
- To manage and maintain the interface between SIMS and 4Matrix.
- To produce clear, concise and accurate information to support the SLT, middle leaders and teaching staff in raising standards of performance in the school.
- To maintaining student specific data to a high standard.
- To be responsible for examination entries for external exams to the examination boards for public exams.

Professional Duties

SIMS:

- Take the lead role in the development, management and maintenance of SIMS
- Input Data using the SIMS package
- Input and maintain Data using 4 Matrix
- Lead CPD to new staff about the use of SIMS
- Set up Staff accounts and access rights
- Attend relevant training courses
- Ensure SIMS database is accurate eg LAC, FSM etc
- Liaise with ICT managed service provider to ensure smooth running of SIMS
- Provide reports for audiences including staff, governors, OFSTED and other bodies
- Set up and maintain Assessment manager package
- Ensure exam entries are submitted via SIMS and are accurate and meet exam board exam requirements
- Use SIMS to create seating plans for internal and external exams
- Exam result downloads and analysis via SIMS and 4 Matrix
- Produce student timetables for exams via SIMS
- Ensure safe storage and confidentiality of exam materials
- Ensure safe and secure distribution of examination scripts and coursework to relevant bodies
- Liaise with SEN team for access arrangements
- Manage the certification process for students and respond to queries from past students
- To liaise with heads of department on pupil entries for exams
- To liaise closely with the member of staff in charge of Examinations who will liaise with the creation of the invigilation timetable and provide information about the examination timetable, e.g. dates/times of examinations and the number of entrants.
- To be present on the day the centre is notified of results for all exam seasons
- To work 2 weeks during the summer examination/school closure period
- Be responsible for the input of targets, predictions and outcome grades for students
- Set up, produce and maintain the school reporting system this includes the annual school report for every students and reports for each assessment period

- Agree with line manager the production of school reports based upon an agreed calendar.
- Any duties deemed reasonable by the Head Teacher.

Signed:	Post Holder	Date:
Signed:	Head Teacher	Review Date: