



## South Tyneside Council

### **MORTIMER COMMUNITY COLLEGE** **JOB DESCRIPTION**

**POST TITLE:** SIMS and School Data Manager

**GRADE:** Band 6 – SCP25

**RESPONSIBLE TO:** SLT

**RESPONSIBLE FOR:**

#### **Overall Objectives of the Post:**

#### **Key Tasks of the Post:**

##### **1. Organisation:**

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
  - Liaise between SLT /teaching staff and support staff.
  - Comply with the policies and procedures relating to child protection, health, safety and Security, confidentiality and data protection (GDPR), reporting all concerns to the appropriate person.
  - Be aware of and support difference and ensure equal opportunities for all.
  - Contribute to the overall ethos/work/aims of the school.
  - Share expertise and skills with others.
  - Attend and participate in relevant meetings as required.
  - Participate in training and other learning activities and performance development  
Is required.
  - Recognise own strengths and areas of expertise and use these to advise and support others.
  - Provide support to the senior management team and Governing Body as requested.
  - Represent the support staff at relevant meetings
  - Share management of the exam budget maintaining financial records to satisfy Internal Audit.
  - Take a lead role/support on the development and updates of school policies
  - Be aware of and comply with policies when photocopying.
  - Be aware of health and safety issues in relation to VDU screens and office practice
- Any other duties as directed by the Head Teacher

## 2. **Responsible for SIMS:**

- Take the lead role in the development, maintenance and management of record/information systems.
- Input of data using SIMS packages to assist with the fully integrated student database.
- System Manager – maintenance of the school MIS system, set up staff accounts, access rights, attending training courses and training staff internally.
- Responsible for ensuring that system backups are run.
- Responsible for the upgrading of the system and issue notification to staff of changes in the modules from each upgrade.
- Awareness of external SIMS training and matching this to internal need.
- Prepare and deliver SIMS training in house to appropriate cohorts of staff.
- Supervision of data input to ensure accuracy.
- Setting up of new systems to meet the needs of the Senior Leadership Team, and Heads of Department.
- Responsible for DCSF Statutory Returns – School Census - 3 times per year, School Workforce Census – once a year.
- Producing a bank of reports for all to use.
- Reporting on all data held within SIMS.
- Reporting and solving SIMS software problems – liaising with Durham ITSS when necessary.
- Liaising with the school's ICT managed service to ensure SIMS data matches their data.
- Keep accurate records of free school meals within SIMS and inform kitchen of any changes.
- Keep accurate records of LAC and EAL data in SIMS.
- Liaise with Town Hall to ensure data held is accurate and up to date.
- Co-ordinate with the Head Teachers PA/Office Manager and SENCO to ensure all SEN and IEP information is accurate and up to date.
- Liaise with the SLT member responsible for the timetable of Heads of Year and Heads of Department to create class lists for the coming academic year.
- Prepare SIMS for the coming academic year and perform student curriculum assignment in SIMS.
- Liaise with SLT to produce timetables for the next academic year.
- Support and liaise with Attendance Officer.

### 3. **Responsible for School Data:**

- Setting up of SIMs Assessment Manager and transferring all school data from Microsoft Excel.
- Input data accurately and efficiently using SIMs Assessment Manager.
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
- Provide detailed analysis and evaluation of data/and produce detailed reports/information as required.
- Write, design and produce reports illustrating trends in school data.
- Co-ordinate CAT data and provide information for Heads of Department.
- Present high powered presentations on examination and data analysis.
- Liaise with Heads of Departments, Directors of Learning and Senior Managers in producing information to raise student achievement.
- Be responsible for completion and submission of complex forms, returns to SLT, governing body and to outside agencies e.g. DCSF.
- Provide data to inform whole school and individual student targets.
- Produce and update student targets and assessment information 3 times per year.
- Produce data reports to inform parents of individual student progress.
- Produce detailed analysis of student targets and assessment information to Heads of Department and Senior Leadership Team.
- Liaise with Examination Officer regarding external/internal data produced from the examination process.
- Provide analysis of examination results.
- Provide recommendations on school data collection, methods of analysis and methods of collection.
- Produce and respond to complex correspondence.
- Provide organisational and complex administrative support to other staff.
- Provide organisational and complex advisory support to the Governing Body (if required by the school).
- Manage complex administrative procedures.
- Undertake research and obtain information to inform decisions.

#### 4. **Invigilators**

- Support with the recruitment of invigilator staff.
- Support invigilator attendance for all exams.
- Support the submission of invigilator timesheets to the LA.
- Support invigilator training requirements as and when required

#### 5. **Cover**

- Take a lead role/support of the schools reporting sickness absence procedures
- Take a lead role/support to organise and source cover/supply staff when required.

#### 6. **Personnel**

- Take a lead role updating personnel files within SIMS
- Take a lead role/support of the completion of DBS, submitted to the authority
- Take a lead role with the sickness return to the LA
- Take a lead role/support of the administration of lieu, holiday and leave of absence
- Support the completion and return of all HR documents.
- Support the completion of Single Central Record
- Support the updating of personnel files
- Support the administrative procedures relating to recruitment in school.

#### 7. **Responsible for Reporting:**

- Set up, produce and maintain the school reporting system.
- Contribute to whole school discussions about the reporting cycle and its ongoing development.
- Work with the Head Teachers PA/Office Manager to delegate tasks to support school reporting system.

#### **You will contribute to the overall school's achievements of its objectives:**

- Comply with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Assist with development of confidentiality and data protection policies.
- Be aware of and support difference and ensure equal opportunities for all.

- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance management as required.
- Undertake training and development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
  
- A responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.
  
- To be an ambassador for the school.
  
- All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

*Mortimer Community College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.*

July 24