SHEVINGTON HIGH SCHOOL

JOB DESCRIPTION

Post Title: **SIMS/DATA MANAGER**

Job Purpose: Development of data systems in order to provide up-to-date analysis and information for teachers, pupils, parents, governors and outside agencies in order to predict and raise achievement.

To assist in the development of an efficient and effective assessment recording and reporting system through liaison with relevant senior managers.

To be responsible for the management and maintenance of the schools attainment and assessment data, systems and software.

To support all staff in the development of highly effective assessment practice across the school

To ensure timely and accurate return of statutory reports

To support with the inputting of the curriculum timetable and updates during the year.

Reporting to :   SLT

Liaises with: SLT and Teaching & Support staff within the school, Wigan SIMS support team, external agencies, Primary schools.

Hours of work: 37 hours - term-time only + 1 week

Post Grade: **G6 (SCP 14-20)**

Base: Shevington High School

Main Duties and Responsibilities:

Key Accountabilities	Key Tasks
To be responsible for the management and maintenance of the schools attainment and assessment data, systems and software	- To at all times maintain the security and integrity of the school's information systems. - To suggest, founded on evidence based considerations, alternative working practices that may advance the efficiency of the school's information systems. As a result of consultation with line management and clarification of procedures, - Undertake routine maintenance of the SIMS system ensuring it is accessible to all staff and provide training for end users in the access and maintenance of assessment data were necessary. - To be responsible for data in-put of internal and external results using Assessment Manager, and to use own initiative to develop systems to meet the needs of the school to ensure accurate reporting of data.

	- Analysis of trends, micro populations and groups within the school as required by senior members of staff. - To ensure that all pupil targets are made available to the relevant staff. - To manage the KS3 and KS4 screening process and produce analysis via spreadsheet and written report for KS4 highlighting progress in secondaryand underachievement in the cohort. - Responsible for electronic transfer of data between schools/external agencies. - Design and publish SIMS.net reports on request. - Manage the creation and maintenance of grade sets, Marksheets and report templates (SIMS). - Develop and manage student tracking system on School Information System. - Manage the Pastoral/Academic Structure and maintain course memberships. - Develop systems on request to improve pupil management. E.g. Behaviour - To manage assessment software 4 Matrix and other IT suites as applicable including upload of all pupil data after each assessment point and to keep system updated. - Manage the KS3 & KS4 reports process. - Use interactive web-based programmes to produce reports for staff ie.4 Matrix, FFT Live, EPAS online and Key to Success.
To support all staff in the development of highly effective assessment practices across school.	- To provide up-to-date statistical information relating to all aspects of pupil information to the Leadership Team, Faculties, and the Local Education Authority. - Assist the SLT in developing the use of 4Matrix – design and implantation for results, assessment and reporting. - Where required assist with the planning and management of more complex procedures that reduce teachers' workload. - To attend relevant internal / external meetings. - To liaise with HOFs, HOYs, SEN departments to build subject specific tracking mark sheets to raise attainment. - Liaise with staff to ensure class lists are correct using Academic Management. - Produce instructions for staff on new SIMS developments - To regularly produce clear, concise, accurate information and analyse in-line with assessment points in order to support school leadership in raising standards and achievement and to support all staff in understanding it.
To ensure timely and accurate return of statutory and non-statutory reports.	- Work with the DHT and SBM to ensure that the school remains compliant with all data calls/audits/census requested throughout the school year. - Accurately complete statistical returns in accordance with WG and local Authority Guidelines - To be responsible for ensuring that all data kept on the School's Information Management System is accurate and up-to-date by liaising with staff before submission of the Census return to the DFE
To support with the inputting of the curriculum timetable and update during the year	- Work with the DHT/SLT with responsibility for the timetable to ensure that the timetable is correctly built into SIMS. - Make any changes to the timetable during the year under the direction of the SLT with responsibility for timetable - Work with Heads of Faculties and DHT to ensure all classes are accurate with SIMS

| General duties | • To support Exam Officer as directed to provide GCSE result data for analysis and reporting back to Governors and local authority
• To support general office functions as directed by the Office Manager
• To undertake relevant continuing professional development.
• To manage communication and coordination with primary and previous secondary schools to ensure that all relevant pupil data is passed on and stored appropriately.
• Attend staff meetings were relevant.
• To support and Manage various aspects of the school Data Protection policies working with and as directed by the school DPO and SBM
• Such other duties as the Headteacher may from time to time determine commensurate with the grade. |

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PERSON SPECIFICATION FOR THE POST OF SIMS/DATA MANAGER

Criteria	Essential	Desirable	To be measured by
Qualifications/Training • GCSE in maths and English at grade C or above (or equivalent) • Willingness and ability to obtain and/or enhance qualification and training for development in the post • Evidence of ongoing CPD	Y Y	 Y	• *Application form* • *Interview*
Experience • Production of quality management information reports/statistical information. • Evidence of working in a busy office environment working to tight deadlines. • Previous proven experience of working in an educational setting. • In-depth knowledge and experience of SIMS schools data modules, Examinations, Assessment, SEN, Time table. • Producing progress reports at the end of Key Stages and on transition.	Y Y Y	 Y Y	• *Application form* • *Interview* • *Reference*
Knowledge/Skills • Ability to demonstrate a good knowledge of and competency in use of Microsoft office packages. In particular excel, word, access, e-mail and internet, for data reporting and analysis. • Ability to maintain confidentiality. • Good organisation and planning skills. • Excellent communication skills. • Ability to manipulate data to enable comparison with national data and to produce statistical reports. • Ability to analyse and interpret complex information and solve problems. • Ability to devise data bases and reports to collect, collate and analyse data. • To be competent in downloading and uploading data via the internet. • Ability to self-evaluate learning needs and actively seek learning opportunities.	Y Y Y Y Y Y Y Y Y		• *Application form* • *Interview* • *Reference* • *Test*

Criteria	Essential	Desirable	To be measured by
Knowledge/Skills continued • Working knowledge of school administration procedures. • Ability to plan and develop new reporting and analysis systems using Microsoft packages. • Ability to analyse, review and develop new and effective working practices. • PowerPoint/presentation of information to groups of people. • High level of knowledge of excel and access • Ability to input and extract information and data via the school's MIS system. • Ability to identify, assess and recommend remedial action in situations relating to administrative support services within the school..		Y Y Y Y Y Y Y Y	• *Application form* • *Interview* • *Reference* • *Test*
Qualities • Ability to work under pressure to strict deadlines and to undertake forward planning. • Ability to maintain standards, work accurately and to be well organised. • Ability to work unsupervised, producing accurate information, whilst working to strict guidelines. • Self-motivated and able to demonstrate initiative. • Ability to relate well to children and adults. • Ability to relate to and work with others as a leader and member of a team. • Ability to contribute positively to change. • Work in partnership and develop trust, respect and co-operation. • Ability to think creatively. • Excellent attendance, flexible work and punctuality.			• *Application form* • *Interview* • *Reference* • *Test*
Other requirements • Commitment to working within ethos of the school in a climate of mutual respect. • Positive recommendation from the current employer through written references.			• *Interview* • *Reference*