

# **SIR JONATHAN NORTH COMMUNITY COLLEGE**

## **JOB DESCRIPTION**

Job Title:	<b>SIMs Data Manager</b>
Hours:	37 hours per week, 41 weeks per year (90.3% FTE)
Scale/Salary:	Local Government Band 6, scale points 23 – 26, (actual salary £21,128 - £23,433)
Responsible to:	Office Manager

### **INTRODUCTION**

The post holder will be required to work 37 hours per week (8.00 am - 4.00 pm Monday to Thursday, 8.00 am – 3.30 pm Friday) for 41 weeks in the academic year, (term time, teacher days, exam week and 1 further week during the holidays as directed by the Office Manager). (The annual total of 1517 hours equates to 90.3% of full-time depending upon length of service).

The annual salary for this post is Band 6. The post holder will commence at Point 23, the first point in the range, progressing on an annual basis through 4 incremental points to Point 26.

### **ROLE AND RESPONSIBILITIES**

- To enable the Senior Leadership Team to produce the College timetable by inputting, manipulating and maintaining up-to-date records on SIMs, including end of year procedures and class lists.
- To contribute to the overall development, organisation and direction of SIMs throughout the College.
- To advise the Senior Leadership Team on area of remit and recommend changes to practises and procedures.
- To oversee the maintenance and updating of student files on SIMs, distributing student information as appropriate, such as class changes.
- To maintain the College timetable including room and staffing changes.
- To take a proactive role in the collection of all student data necessary to fulfil the responsibilities of the post, including updating and maintaining the College's student personal data, SEN records and information for staff.
- To produce complex statistics and management reports from SIMs and Excel.
- To carry out admissions procedures in liaison with Year Team Leaders and the Assistant Principal with responsibilities for admissions.
- To work alongside the Assistant Principal with the intake of Year 6 students and primary liaison.
- To complete and produce annual surveys accurately and in a timely manner (e.g. PLASC, admissions and leavers, travellers returns and DFES requests for information relating to attendance).
- To assist in the organisation of photographs and keep an updated photograph database.
- To be responsible for administering the College Parent Portal including on-line appointments for Parents Evening if appropriate.
- To support the Office Manager in administration of the College website.

- To support as necessary with the administration of the College digital signage.
- To constantly maintain, develop, review and improve the SIMs systems and associated procedures in order to best meet current and future requirements. In particular to develop strategies, protocols and SIMs Systems that deliver first class monitoring and reporting and impact on outcomes with regard to:
  - Student rewards
  - Student behaviour
  - Student attendance
- To support colleagues to develop their skills in order to ensure that they can use SIMs efficiently and effectively.
- To assist Educational Visits Co-ordinator (EVC) with management of trips and visits and keep EVOLVE up-to-date with staff/student changes.
- To plan cover for absent teaching staff in the case of the absence of the member of staff with responsibility for this area.
- To be aware that all staff are responsible for the safeguarding and promoting of the welfare of children.
- The post holder will be required to carry out any other duties within the purview of the grade as directed by the Office Manager.

July 2017