



Job Description and Person Specification

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Job Title:</p>	<p>SIMS Administrator</p>
<p>Summary of the role:</p>	<p>To manage the SIMS database and assist with the use of SIMS across all areas of the School by inputting, processing, analysing data and producing reports as required. To assist the Examinations Officer</p>
<p>Line management responsibility for:</p>	<p>N/A</p>
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • Ensure data, including student and staff records, training records and car permits, are accurately entered onto SIMS in a uniform way. • Carry out the general administration of the academic reporting processes and issue of electronic reports . • Provide SIMS training to staff where appropriate. • Ensure that SIMS reports are written and produced to assist with, but not limited to: <ul style="list-style-type: none"> • Student reporting • Admissions • Marketing • Budgeting • Be informed and up to date with all developments, progress and changes within the SIMS Administrator remit. • Undertake general administration duties including printing and despatching of annual hard copy student reports and the issuing of electronic reports. • Provide administration support for the extended use of SIMS. • Support the Senior SIMS Administrator.



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	<ul style="list-style-type: none"> • Attend SIMS User Group Meetings and Annual Conference. • Undertake general school administration as required. • Support the Exams Officer particularly when examinations are taking place and when the need arises. • Communicate with Examination Boards, students and teaching staff in order to prepare examination entry lists, predicted grades and coursework samples for submission to Examination Boards and ensure that accurate data is provided for pupil billing. • Ensure that a complete record of examination entries and results are stored in the School Management Information system. • Collate, disseminate and present statistical results data. • Use and administration of other online school systems. • Perform other duties related to the job purpose that may be reasonably required by the postholder's line manager, Headmaster and his deputies.
<p>Line management duties and responsibilities</p>	<ul style="list-style-type: none"> • N/A



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • Minimum of GCSE (A*-C) or equivalent in Mathematics and English 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • IT qualification 	<ul style="list-style-type: none"> • Production of the Applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Experience of the operation of a database • Experience of producing reports on a range of data using different formats 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of working in a school or similar establishment • Experience of database management • Experience of using a school database management system (Capita SIMS) 	<ul style="list-style-type: none"> • Contents of the application form • Interview <p>Professional references</p>



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		<ul style="list-style-type: none"> • Experience of school or similar examination processes 	
Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Proficient use of standard computing software including Microsoft Excel, Word and Outlook • Ability to undertake a range of office administration accurately and effectively, including data entry skills • Ability to undertake a range of office administration, accurately and effectively including data entry skills • Effective communication and interpersonal skills and ability to relate well at all levels • Excellent organisational skills 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Advanced use of Excel computing software including pivot tables, advanced formulas 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge and awareness of the importance of confidentiality and data protection 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • In-depth knowledge of the School Information Management System (Capita SIMS) • Knowledge of school administration practices and procedures 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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		<ul style="list-style-type: none"> • Knowledge and understanding of safeguarding and child protection 	
<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Ability to relate well to young people and enjoy their company • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • A strong commitment to the School's Quaker ethos and principles • Ability to work independently and as a member of a team • Ability to remain calm when under pressure and to cope with competing deadlines • Flexible approach towards working hours 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references