

Job Description

Job Title:	SIMS Administrator
Reports to:	The Bursar but with day to day responsibility to the Curriculum Manager
Salary Scale:	KES Salary Scale: 28-32: currently £24,964 - £28,493
Starting Salary:	£24,964 (the School operates a policy of annual incremental progression, subject to satisfactory performance)
Location:	King Edward's School, North Road, Bath
Hours of Work:	37 hours per week, generally between 8.30a.m. and 5.00p.m. (4.30 Fridays) although some flexibility may be required from time to time for after-School meetings and/or very occasional weekend events. Time off in lieu may be provided in these circumstances.
Holidays:	20 days + 2 statutory days plus 8 Bank Holidays paid holiday per annum, rising by 1 extra day for each completed year up to a maximum of 25 days. Holiday to be taken by agreement, subject to the demands of the role.
Pension:	Automatic enrolment into the KES Support staff Personal Pension Scheme with Employer's Contribution of 6% of salary from September 2013, to be matched by 2% Employee contribution.

The School: King Edward's School, founded in 1552, is an Independent Co-Educational Day School; there are currently 700 pupils in the Senior School (including 220 pupils in the Sixth Form), 190 in the Junior School and 75 in the Pre-Prep.

The School is wonderfully situated on a 14 acre site on the south eastern edge of Bath, just below the University, with fine views of the City Centre and surrounding hills. In addition, there are attractive playing fields one mile from the school at Bathampton.

Job Purpose:

The Post-holder will have responsibility for co-ordinating and supporting the use, implementation and development of the School's SIMS database and systems in all three sectors of the School.

Specific Tasks and roles will include:

Data management:

- Co-ordinate all, and carry out some, of the gathering, checking, and inputting of data (including images and files) and data structures
- Create SIMS reports, as required
- Coordinate all, and carry out some, of the retrieval (reporting) and presentation of data, as required
- Work closely with, and support, key SIMS users i.e. those with responsibilities linked to the use of specific SIMS packages related to admissions, pupil data, attendance, assessment, behaviour management, examinations, timetabling and cover, marketing, etc, and others as developed and used from time to time (see Context below)
- Supporting the production of annual or other reports for Censuses or other statistical School surveys as required

Systems and Maintenance:

- Work closely with the Director of ICT and the Curriculum Manager in the on-going integration of SIMS into the School's VLE, intranet, website and associated communications systems.
- Ensure that the data structures are adequate to the task
- Ensure that data is as consistent, coherent and up to date as possible in conjunction with key users/ inputters

End of Year Procedures

- Prepare a new academic year calendar
- Promote pupils into the new year structure incrementing their curriculum year
- Ensure and manage the smooth transition from one academic year to the next for all sections of SIMS
- Set up and maintain registration groups and tutors, updating annually
- Promote and update associated databases, such as the Old Edwardians register

Support:

- Be the main contact with Capita, including Capita support, on behalf of SIMS users
- Work with the IT Support team in maintaining users and user accounts
- Trouble-shoot issues to do with the SIMS system and the use of it.
- Work closely with the Director of ICT who is responsible for:
 - keeping licences up to date
 - SIMS upgrades
 - planning and managing the SIMS ICT budget

Development:

- Anticipate future needs, in the context of the school's Development Plans
- Work closely with the Curriculum Manager and Director of ICT to construct a SIMS Development Plan
- Liaise with major SIMS-package users on future developments and planning
- Contribute to the SIMS Development Plan in liaison with the Curriculum Manager and the Director of ICT
- Attending SIMS development meetings, as required

Training:

- Support the planning, coordination and implementation of SIMS-specific training for new and existing teaching and non-teaching staff; organise other training resources as required
- Support the production, updating and distribution of SIMS-specific policies, procedures, training materials and/or manuals

CONTEXT

The School currently uses the following modules/ functions within SIMS:

Core SIMS (including Pupil and staff data/ photos/personnel/ medical/ SENCO)

Registration and Admissions

Behaviour Management

Examinations

Assessment Manager

Lesson Monitor

Curriculum Manager/ Cover 7/ Nova-T6