

SIMS Administrator JOB DESCRIPTION

Context of the Post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Board of Governors. The spirit of all the school policies is summed up in our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to achieve her full potential

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community”

Watford Grammar School for Girls is an academy trust company.

Person Specification

A SIMS Administrator will work closely with the IT Team and Senior Teachers and be responsible for the maintenance and development of the SIMS network. A high degree of experience of using and supporting SIMS is vital and a degree of flexibility required with helping to support the IT support system.

Responsible ICT Resources Manager

The primary responsibility of anyone employed in ICT is to be part of the team that keeps the school Information Systems running. To this end you will be expected to help users, play a full part in the team and to cover other tasks than those set out here if necessary and if it is within your capability to do so.

1. Manage and administrate the SIMS network, in conjunction with the Network Manager and Resources Manager.
2. Provide efficient administration and management of the wide range of data held in SIMS as supplied to, and used by the school.
3. Ensure student and staff photographs are in place in SIMS.
4. Assist the Deputy Headteacher with the timetable, including the update of student and staff timetable's, Course Manager and the Options Module.
5. Assist the Assistant Headteacher with the management of the cover system used in SIMS.
6. Assist with the termly statutory returns, as requested.
7. Assist with the administration of Classroom Manager.
8. Be responsible for the production of reports and assessment reporting.
9. Train staff on the use of the SIMS network.
10. Prepare SIMS for staff to input of student assessment data, especially the management of the Academic Monitoring System.
11. Assist the Examinations Officer with managing examination entries via SIMS.
12. Assist with the introduction of Lesson Monitor and eventually be responsible for its management.
13. Assist the ICT Team with generic enquiries regarding the ICT system from staff or students.
14. To work in an autonomous manner, striving towards a zero defect environment.

To take part in an annual performance review at which objectives will be set and development needs identified.

Any other task as may be reasonably requested by a member of the Leadership Team