



JOB DESCRIPTION

OFFICE & SIMS MANAGER AND EXAMS CO-ORDINATOR

1. To support the Catholic ethos of the school.

OFFICE & SIMS MANAGER RESPONSIBILITIES

2. To lead and develop the administrative team in providing appropriate administrative support for the school and to contribute to all aspects of the team's functions, providing the highest levels of support and challenge.
3. The post holder will have extensive experience of SIMS and related packages, including Course Manager, with a proven ability to manipulate data as required.
4. To be responsible for the administration and accuracy of student data within the school's management information system - SIMS, following up with appropriate colleagues where discrepancies are identified with the data.
5. To be responsible for the completion of statutory returns, including the School Census returns and the annual School Workforce Census, ensuring accurate data is submitted.
6. To undertake the end of year procedures within SIMS.
7. To ensure SIMS is configured correctly for pre-admissions and admissions, including downloading/uploading CTFs as necessary.
8. To undertake regular maintenance of the student database and collection of student data in SIMS, providing statistical reports of student information as requested.
9. To be responsible for overseeing the day to day workload of the administration team, identifying priorities and deadlines in line with agreed office procedures.

10. To undertake line management responsibilities for specified administrative staff, including performance management as appropriate and in line with school policy.
11. To provide training to administrative staff on aspects of SIMS as required.
12. To continually review and develop practices, implementing effective administrative support services.
13. To ensure cover is provided, as required and appropriate, for the work of other members of the administration team according to workload pressures and/or in their absence, and to ensure overlap of duties and skills to cover absence and periods of high volumes of work.
14. To receive all general incoming school emails and disseminate as appropriate.
15. To establish and maintain effective relationships with all colleagues and communicate effectively in order to ensure efficient and effective administration.
16. To manage information requests relating to pupils in line with Data Protection/GDPR.
17. To deputise for the Headteacher's PA as necessary.

EXAMS CO-ORDINATOR RESPONSIBILITIES

1. To liaise with Heads of Departments regarding exam entries and co-ordinate the preparation and submission of entries to examining bodies.
2. To ensure strict security of examination papers and stationery once delivered to school.
3. To co-ordinate the team of invigilators, including liaison with external agencies, and the appropriate deployment of invigilators.
4. To ensure that pupils are provided with the relevant information about examinations, including dates and times, conduct required during examinations and the collection of results/certificates.
5. To assist the Exams Officer in dealing with issues relating to appeals, remarking and other administrative issues, such as pupils who miss examinations through illness, or those requiring special consideration.
6. To assist with printing and disseminating public examination results.

7. To produce seating plans for all exams.
8. To work with the SENCO to provide the appropriate support for candidates with special examination requirements.
9. To keep up to date with all necessary policies, procedures and rules and regulations laid down by examination bodies.
10. To undertake training as required.

Additional Duties:

- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To undertake duties, as required by the Headteacher, which are commensurate with the grading of the post.

The appointed person will need to be able to work independently, taking the initiative when required and will be accountable for the efficient working of the administrative team in school.

This job description is not exhaustive and will be subject to regular review.

July 2022

PERSON SPECIFICATION
OFFICE & SIMS MANAGER

Essential requirements:

Educated to an appropriate level

Experience of managing a team

Excellent literacy/numeracy skills

Extensive knowledge of SIMS and related packages, including Course Manager and exams

High level of competence using the internet, databases and Microsoft Office packages.

Knowledge, Skills and Abilities:

Be up to date with current practice relevant to the role.

Be able to work constructively as part of a team, understanding school roles, responsibilities and priorities.

Have the ability to lead and line manage effectively.

Have excellent communication skills – both written and oral.

Have the ability to work well under pressure and meet deadlines.

Have experience of a school office setting.

To be responsible for promoting and safeguarding the welfare of children and young people within the school.

July 2022