



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: SIMS Data and Examinations Officer

Job Description

JOB PURPOSE

- To support the senior leadership team (SLT) in developing and managing efficient and effective systems pertinent to the school's data management, student progress and examination performance.

DUTIES

The key duties include but are not limited to the following:

SIMS DATA OFFICER - SPECIFIC DUTIES:

- As SIMS Super User for the school, be responsible for taking the lead role in the development and management of the SIMS system. Duties will include maintaining accurate SIMS records, monitoring attendance, creating and amending aspects, marksheets, reporting templates and SIMS end of year routines as directed by the National Data Team/Head Teacher/Head of School/SLT.
- To ensure that data capture marksheets are up to date and accurate and to be responsible for the input of targets, predictions and outcome grades for all students for all courses.
- To compile and produce reports for parents and Head Teacher/Head of School/trustees as required. Produce performance data analysis for SLT as required.
- To compile and produce SEND specific reports that are outside the curriculum.
- To assist SLT with the preparation of SEPs.
- To assist with the creation of the Academic Timetable and maintain the timetable throughout the Academic Year to include the allocation of classes.
- Working in conjunction with Head Teacher/Head of School and SLT to ensure best possible potential outcome for each individual student.
- Maintain Parent App.
- Maintain academic calendar in SIMS.
- To compile and submit statutory returns.

EXAMINATIONS OFFICER - SPECIFIC DUTIES:

- Ensure all examination activities are carried out in a timely and accurate manner in line with OneSchool Global UK (OSG) Examination Policy and Procedures and Exam Board regulations.
- Annual registration of "Intention to Enter" to each Exam Board and subject undertaken. Estimated Entries for all subjects to be submitted to each Exam Board.
- Liaise with subject staff, prepare seating arrangements, issue of timetables, receipt, check and secure storage at all times of question papers, conduct of exams, check and despatch of completed scripts, issue of results and certificates.
- Liaise with SEND team to ensure authorised Access Arrangements are in place for examinations in line with the SEND team's instructions and evidence maintained.



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- Manage a team of invigilators and ensure they are conversant with Exam Board Regulations and OSG Examinations Policy and Procedures, and that they carry out their duties appropriately.
- Ensure that the examination environment meets the Exam Boards' requirements.
- Prepare detailed breakdown and analysis of all results for the Head Teacher/Head of School.
- Post-results service: notify staff of arrangements, deadlines and cost of Enquiries About Results (EARs). Make applications to Exam Boards as directed by the Head Teacher/Head of School.
- Arrange, timetable and conduct MAP testing, internal and mock examinations, as required. Arrange and administer assessment testing, upload results to SIMS and provide analysis as required by the Head Teacher/Head of School and SLT.
- To be conversant with current regulations and practice for the conduct of all examinations, including non JCQ Exam Boards.
- Annually review and update the OSG Examinations Policies to reflect the practice at campus.
- Assist SLT with the Achievement Presentation; collate presentation folders with certificates for leavers.

GENERAL DUTIES

- This position will primarily be based in the reception office and the person will be expected to cover reception when the receptionist is absent.
- Assist SLT to maintain the Student Motivational Award System including citations, reports and data analysis.
- Assist SLT in recording and maintaining an accurate record of IT misuse and infringements.
- Take minutes at staff meetings.
- Assist the School Business Manager with the management of the Health & Safety requirements of the school.
- Perform such other duties as may be requested from time to time, commensurate with the role.
- Undertake continued professional development as required in order to improve knowledge, skills and efficiency of area.
- Uphold and promulgate the OSG ethos within all areas of responsibility.
- Contribute to, share in and promote the wider and longer-term vision of OSG.
- To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG Equal Opportunity Policy.
- Comply with and support the implementation of all School and OSG policies.
- To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety.
- To work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.

PERSONAL DUTIES

- To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels.
- Ensure high standards are maintained, progressed and promoted in all areas of work.
- To undertake appropriate professional development and positively participate in the appraisal of own performance.



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- Communicate and co-operate effectively and positively with specialists from outside agencies where applicable.
- Attend all relevant staff meetings, consultations and school events with a clear and professional sense of purpose.

Safeguarding

OneSchool Global UK and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2019 and The Education Act, we expect all staff and volunteers to share this commitment

REPORTING TO

- Reporting to the Head Teacher/Head of School via the Line Manager.

SUPPORT FOR THE ROLE

The role is supported by the Head Teacher/Head of School, an allocated line manager, the OSG National Data Team, the National Examinations Officer and the National Support Office.

OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.

ISSUED BY

OneSchool Global UK

Issue date: January 2020



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Person Specification

Specification	Essential	Desirable
Experience and Knowledge	<ul style="list-style-type: none"> Computer literate, particularly in use of Microsoft Office Use of Digital technology 	<ul style="list-style-type: none"> Demonstrable experience and in-depth knowledge of SIMS Experience and in-depth knowledge of exams administration Experience and in-depth knowledge of data management in the Education environment
Education and Qualifications	<ul style="list-style-type: none"> GCSEs or equivalent in English and Maths at grade A* to C 	
Skills and Abilities	<ul style="list-style-type: none"> Good communication skills written and verbal Good numerical skills Good organisational skills, to include: <ul style="list-style-type: none"> ➤ being able to plan and prioritise work, so that deadlines are met; ➤ and being able to identify and analyse problems and use own judgment to produce an acceptable solution Good interpersonal skills with the ability to manage others, eg invigilators Self-motivated, being able to work with minimum supervision and to keep up-to-date with changes in the working environment A positive role model of professional practice and conduct of others Able to uphold the values and ethos of One School Global 	
Training	<ul style="list-style-type: none"> Evidence of continuous INSET and professional development Willingness to undertake relevant training and identify own development needs Committed to ongoing CPD and Professional development 	<ul style="list-style-type: none"> Evidence of experience in a similar role
Attributes and Attitudes	<ul style="list-style-type: none"> Able to inspire and enthuse all students to achieve their individual potential Able to multi-task Able to prioritise own workload and work independently Flexible approach, including a sense of humour, and positive attitude towards work Innovative ideas Punctual and reliable 	



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	<ul style="list-style-type: none">• A good team player who is enthusiastic and willing to persevere in the face of challenges• Ability to adapt to changes in the workplace	
Equality, diversity and inclusion	<ul style="list-style-type: none">• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	
Safeguarding	<ul style="list-style-type: none">• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students• Ability to form and maintain appropriate relationships and personal boundaries with students	

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.