**POST PROFILE**

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| **Role: SIMS Manager and Examination Officer** |
| **Reporting to:** | SIMs Manager and Examination Officer |
| **Salary Grade:** | F+ |
| **Full Time/FTE:** | Term Time Only + 10 days |
| **Hours of Work:** | 37 Hours per week (8.00 – 4.00 Monday – Thursday, 8.00 – 3.30 Friday) with some flexibility of hours to meet specific work demands.  |
| **Location:** | Nunthorpe Academy |
| **Purpose of Job/Job Summary** |
| The SIMS Manager will take responsibility for the day-to-day support of the MIS systems, and MIS linked systems across the academy and will be responsible to an AVP. Although the role is predominantly SIMS focused, as part of the data team they will be expected to perform data support tasks as necessary.Responsible for the administration and organisation of all internal and external examinations, principally GCSE at Key Stage 4 and A Level at Key Stage 5, in accordance with the regulations laid down by the awarding bodies and JCQ. (supported by the Assistant Examination Officer) |

**Key Tasks/Principal Accountabilities:**

Management Information Systems:

* Manage and administer the registration, assessment, reporting and administrative systems.
* Create and coordinate a list of annual SIMS tasks with guidance for all SIMS stakeholders with particular emphasis on end of year procedures.
* Create all new SIMS user accounts as necessary and ensure appropriate levels of access.
* Create and manage all "aspects", "mark-sheets" and "grade-sheets" in Assessment Manager.
* Maintain and support school report sessions using Assessment Manager and Profiles.
* Key liaison with OneIT technical support.
* Maintain a knowledge base for common MIS-related issues and procedures.
* Design and develop solutions to meet specific requirements for the School.
* Maintain awareness of future SIMS software releases and the benefits and impacts to the School and ensure stake-holders are informed.
* Ensure regular tasks are documented and completed in accordance with the academy procedures
* Creating and maintaining SIMS reports as and when staff request for these.
* Creating read-only SIMS Data Marksheets for teaching staff.
* Creating and maintaining ‘Student Profile’ reports in Assessment Manager.
* Compete Annual student Census information task related to SIMs

Examination Officer

* Manage the Assistant Examination Officer in relation to supporting you with the following responsibilities:
* Liaise with Heads of Department and other relevant staff including SENCO to ensure the correct entries and arrangements are made for all examinations in advance of deadlines.
* Manage coursework dispatch within exam board deadlines.
* Manage the daily running of all examinations. Including, ensuring that all required materials are stored appropriately prior to and following examinations in accordance with regulations and ensuring materials are in the examination rooms for the start of each session.
* Provide a centre timetable to include dates, times, venues and number of candidates.
* In conjunction with line manager; brief candidates on examination regulations and produce written guidelines for staff and students; ensuring candidates are aware of their own examination timetables.
* Collect and dispatch worked scripts in accordance with the regulations.
* Recruit, manage and train a team of invigilators.
* Be present in school on the days when KS4 and KS5 results are received and distributed and prepare the distribution of results to candidates.
* Oversee and check results and certificates, organise arrangements for distribution of certificates.
* Process enquires about results and requests for return of scripts
* Liaise with the National Assessment Agency and Examinations Officers Association as appropriate.
* Keep up to date with the requirements of the role. Ensure attendance at appropriate awarding body and other training meetings.
* Make external examination arrangements for private candidates. Arrange external examinations for non-curriculum subjects, including community languages.
* Verify and monitor all examination fees and charges from each exam board and liaise with the Finance Manager re; examination & Invigilator budget.
* Disseminate information, answer enquiries and deal with complaints regarding external examinations with staff, students and parents/carers.
* Any other reasonable duties as commensurate with the grading of the post.

Other:

* Manage and administer the ClassCharts system linked to SIMs
* To provide emergency cover to other administration roles

A flexible approach to the working day will be required in order to ensure appropriate cover for the School’s ICT systems is maintained during hours of usage. There will also be a requirement to cover other tasks as identified from time-to-time in support of Academy events, as required by the of Head of School.

 **Key Competencies/Attributes:**

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|  | **Essential** | **Desirable** |
| Education/Training: | * Minimum GCSE grade B (or equivalent) in Maths and English.
 | * A relevant administration qualification
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| Specific Skills/Knowledge: | * Prior administration/clerical experience
* Strong verbal and written communication skills.
* Familiarity with business software such as Microsoft Office.
* Use of MIS systems (primarily SIMs)
 | * Exam officer experience
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| Personal Attributes: | * Excellent organisational skills
* A high level of confidentiality.
* Excellent interpersonal skills.
* The flexibility and
* Enjoy working with people.
* Good level of diplomacy.
* The ability to work as part of a team but also on your own initiative (when required).
* The ability to work accurately, with attention to detail.
 | * Willingness to learn and potentially take additional training.
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**Essential Characteristics for all Nunthorpe Staff**

1. To be utterly ambitious for the achievements of all our students and staff.
2. To be thoroughly optimistic and to possess a real passion for the intellectual processes which constitute learning.
3. To have a good sense of humour and the ability to always keep a sense of perspective.
4. Be prepared to ‘go the extra mile’ for our Academy in pursuit of excellence.
5. To participate fully in our Academy’s Performance Management and AIP Policies and all procedures.
6. To contribute to co-operative and flexible working styles to ensure efficient operation of the Academy at all times.

 **Flexibility:**

Please note that in some cases particular duties and responsibilities are difficult to predict and may vary from time to time. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and where necessary, interchange these to meet the needs and demands of the organisation. Such a requirement will enable the post holder’s skills to be maximised to the mutual benefit of both Nunthorpe Academy and employee.

**Review:**

All post profiles will be reviewed regularly as part of individual and organisational development and performance reviews and set in the context of the Academy’s vision, aims and current improvement plan and may be subject to variation.