

10. Accountabilities

<p>Management Information systems - database usage</p>	<ul style="list-style-type: none"> • To provide accurate and informative assessment data for senior leadership team and classroom teachers • To ensure data is collected efficiently from teaching staff • Ensure SIMS products are maintained and updates completed ▪ Download the base data to support the Exams Officer from examination boards, set up exam season and populate. Set up exam entry sheets for curriculum managers to complete. Produce subject entry lists for curriculum managers to check. Make manual adjustments to exam entries. Submit entries to exam board. Produce individual entry statements and timetables for students ▪ To download exam results in August and run relevant reports. ▪ To administer Assessment Manager, set up aspects, templates and mark sheets for staff to enter data. Run off individual progress reports for each student and provide information on student progress to staff. Set up display to show students with highest average progress. ▪ In Nova amend and alter curriculum plan and update timetable when necessary. Set up new teachers and apply timetable to new staff. Enter non-class codes eg regular meetings onto staff and room timetables. Set up spreadsheets for curriculum managers to complete so that spreadsheets can be imported into the timetable for following year. Update timetable with student set changes when necessary. ▪ To design, prepare and present reports and statistical analysis for internal comparisons and external returns e.g. exam, KS3 & CAT results and termly reports liaising with college staff.
<p>General administration</p>	<ul style="list-style-type: none"> ▪ To provide general administrative support within the college office.

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	<ul style="list-style-type: none"> ▪ Setting up daily cover requirements and room changes for absences and special events eg exams/PSHE. Allocating cover supervisors/supply/teachers to cover. ▪ Producing cover and absence statistics. ▪ Keeping college diary up to date with approved absences.
<p>ICT/Systems maintenance and management</p>	<ul style="list-style-type: none"> ▪ Liaise with system experts to maintain develop and upgrade system software, ensuring effective outputs which meet the needs of the college, set up all new SIMs users and allocate access rights. Train new users, acting as point of contact for day to day queries. Provide user support ▪ Carry out Year End Procedures on SIMS.
<p>Corporate and statutory initiatives – equalities/health & safety/e-government/sustainability.</p> <p>Responsibilities</p>	<p>To be familiar with college procedures and health and safety requirements, equal opportunities, data protection, confidentiality etc.</p> <p>Line management.</p>
<p>11. Key Decision Making Areas in the Role</p>	
<ul style="list-style-type: none"> ▪ Prioritise tasks/workload ▪ Decide output – frequency and timing of reports/returns ▪ Design/advise reports as requested 	
<p>12. Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)</p>	
<ul style="list-style-type: none"> ▪ Budgetary responsibilities: ▪ Make recommendations for expenditure on software/hardware upgrades ▪ Size of school - up to 850+ students on roll 	

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13. Main Contacts – external/internal customer contacts and purpose

Students (daily)	
Teachers/other schools (regular)	liaise over reports/timetable
SLT Line Manager:	college policy/procedures
Parents/carers (regular)	student report information
LA (frequent)	outputs for system
DCSF (infrequent)	outputs for system
Exam boards (regular)	liaise over data/entries/results
Edict/Capita	system/software issues
ICT Network Manager	as above

14. Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.

- Normal office environment
- Hot seating
- May be subject to occasional unpleasant environment e.g. cramped conditions, system breakdown, disruptions

15. Role requirements for operational effectiveness.

- Educated to at least GCSE standard with proficiency in English and Mathematics
- Extremely proficient user of ICT equipment including databases, spreadsheets and other software products with specific knowledge of SIMS V7, Microsoft Excel, NOVA, SQL, etc.
- Experience of uploading data and downloading from external databases
- Able to work on own initiative
- Effective communicator
- Skilled in data analysis and presentation
- Demonstrate an eye for detail and self-reliance