

# A Community Seeking Excellence for All

Excellence: every person, every day



Robert  
May's  
School

## Job Description

### SIMS AND DATA OFFICER

#### Main Responsibilities

- To be responsible for the maintenance and developments of the SIMS database, including periodical housekeeping tasks and end of year procedures
- To be responsible for the school's statutory returns and third party requests for information
- To support with the Options Processes in liaison with the DH for Curriculum
- To support the Attendance Officer with the daily recording of student absences and cover as necessary
- To support the Attendance Officer with the production of weekly reports for a variety of stakeholders including LMT, Heads of Year, Student Support Team
- Assist with the production and issue of student progress reviews and related tasks
- Assist in the administration of timely and accurate data collections from teaching staff and help to ensure collections are completed within predetermined timescales
- To maintain strict confidentiality with all student data with due regard to data protection
- To carry out any other reasonable task at the request of the SIMS and Data Manager

#### Skills and Experience

The successful candidate will:

- Have experience of SIMS and an understanding of its functionalities
- Be able to demonstrate excellent communication skills, both verbally and in writing
- Have excellent administrative skills, including strong IT skills, with the ability to produce written documents to a high standard
- Show good organisational skills with the ability to work flexibly, adapt to different projects and requests and work to tight deadlines
- Exhibit high attention to detail and accuracy
- Have a professional work ethic and commitment to raising standards in all areas of responsibility
- Have knowledge and understanding of the education sector and/or experience of working within a school environment

#### Expectations of Successful Candidate

- Maintain strict confidentiality with all student, staff and visitor data with due regard to data protection

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- Undergo any training required in order to perform duties effectively and be willing to train as a first aider
- Work proactively and communicate appropriately with staff, students, parents and other third parties to provide professional, efficient and effective support across the school
- Work closely with others towards shared goals; support and contribute to the development of others within the team through sharing knowledge
- Consider the reputation and maintain the high standards of the school's Data team and the school in all work and communications
- To carry out any other reasonable task at the request of the SIMS and Data Manager.