



Job Description SIMS Secretary

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Responsible to

The Deputy Head, the Assistant Head, Curriculum Manager and the Cover Manager

Line Manager

Office Manager, Finance Director

Responsibilities

Manage and maintain the school's academic, pupil and staff data on the SIMS system, ensuring that all data held is as accurate and as up to date as possible. To work closely with the Data Manager to achieve a harmonious working relationship. To work alongside colleagues to provide secretarial and administrative support within the School Office.

SIMS

- Follow housekeeping procedures to ensure an up-to-date database at all times
- Reporting to Assistant Head and Heads of Year, produce a bi-weekly Attendance Percentage Report
- Follow procedures for Year End to enable a successful transition from one year to the next to promote the new academic year.
- Problem resolving with SIMS/SIMS-related issues, either personally or liaising with the provider
- Design and produce a variety of reports on individual pupils and on groups of pupils, as requested

Curriculum

- Manage the curriculum carousels, rotate the classes on dates specified, send out new class lists etc
- Produce timetables for the pupils and teachers in a timely manner
- Update and apply periodic casual timetable changes to courses, teachers and rooms
- Produce class lists and departmental timetables for HoDs and teachers
- Reporting to Deputy Head collate all Options Choices for years 8, 9, 10, L6 at periods throughout the Academic Year. Liaise with Heads of Year regarding no replies and contact parents as directed.
- Working with Curriculum Manager, produce and maintain an Options Spreadsheet for each year group to be held in a central area. Inform of alterations. Ensure class sizes are as balanced as possible when adding options and inform Curriculum Manger and Deputy Head of any problems with class sizes/Option choices.
- Working with Admissions, collate Options and create timetables for all new Admissions as and when needed.
- Attend the yearly Lower Sixth Curriculum Parents Evening in September to assist the Curriculum Manager with queries, collect and collate Options which are to be added to the system within 24 hours and produce timetables for students and class lists for Head of Department.
- Working with the Data Manager, ensure and manage the smooth transition from one academic year to the next with all sections of SIMS, including inputting subject options onto the system.
- Working with the Data Manager, set up and maintain registration groups, allocate student memberships, tutors, HOYs.

Registration

- Twice-daily registration which includes maintaining records and updating school software systems accordingly
- Contacting parents by (In Touch and/or telephone) on a daily basis re absenteeism
- Preparing and posting letters to parents regarding absences
- Produce absence, unexplained absence reports, and school register on a weekly basis
- Producing Chasing Letters for Absences
- Printing of Daily Emails from Parents
- Produce Monthly Registers
- Produce registers for Assemblies and Life Centre Swim / Pentathlon Land Training registers
- Liaising with HOYs and Assistant Head over absences
- Produce missing registers reports and send to teachers on a weekly basis
- Produce monthly Roll Book Report and save to Disk – ensure 3 years' worth are available for Inspection purposes.
- Registration and Attendance filing.
- Using lists provided by the Exams Officer, enter all examination information for students who are not on study leave to ensure registration is correct
- Working with the Outdoor Education Manager, set up and maintain a whole school spreadsheet for Activities Week to be held in a central area. Liaise with Heads of Year regarding alterations/missing information. Produce lists/registers for activity leaders for all year groups and individual activities.

Cover

- Reporting to the Cover Manager, assist with emergency staff cover on a daily basis.
- To organise teaching staff cover in the absence of the Cover Manager
- Add rooming/staffing for all Collapsed Learning Days

Other Key Tasks include:

- Telephone calls incoming and outgoing (shared with Receptionist)
- Pupil and general filing as and when requested
- Dealing with enquiries from staff, pupils and parents and ensuring these are dealt with in a polite, efficient and timely manner
- Assist with general correspondence and ad hoc typing for teaching staff
- In the absence of the Receptionist, the ability to deal with the post, couriers and other agencies (incoming and outgoing) and to send correspondence via *In Touch*
- Assist with start of term information packs for Tutors, Teachers and Pupils.
- Assist with start of term Office Photo-copying
- Assist with posting of termly calendars
- Assist the School Office with general duties as and when required.
- Assist the members of Senior Leadership Team and Senior Management Team with various tasks as and when required
- Assist Deputy Head's Assistant with School Exams as and when required
- Any other reasonable duties as and when required

Annual Responsibilities (shared with School Secretary)

- Updating Staff & Register Pigeon Holes in the Common Room
- Updating School Notice Board in the School Office and other Boards in the school as and when required
- Updating and maintaining leaver's filing cabinets, which includes Archiving
- Update Gifted and Talented Register

Terms and Conditions of Employment:

Hours

- Monday – Friday, 0830 – 1730
- 39 weeks per annum
- One hour for lunch break

Holidays – maximum 13 weeks per year

- Holiday entitlement must be taken in published school holidays only
- Holiday working – 21 days spread over the year to include:
Christmas – 2 days
Spring – 2 days
Summer – 15 days (must include at least 3 days in both first and last week of holidays)
Autumn Half-Term – 2 days

All holiday working days must be agreed in advance with the Line Manager and in consultation with colleagues.

Remuneration

- Full time equivalent salary £21,000 - £25,000 to be reviewed annually by the Finance Director.
- Lunches are provided during term time only.
- Mileage may be claimed for all journeys undertaken on Plymouth College business.
- Use of the College's sports facilities.
- College pension scheme is available.
- 50% fee remission for offspring (pro-rata)

Confidentiality

- Maintain confidentiality of information concerning the College, its dealings or affairs including any information concerning financial matters whilst employed by the College.

PERSON SPECIFICATION

	Essential	Desirable	Measured By
Qualifications	<p>A levels or similar qualification</p> <p>Knowledge of Word and Excel</p> <p>Knowledge of SIMS or similar package</p>		Application and interview.
Skills and Experience	<p>Communicate effectively both orally and in writing.</p> <p>Project a co-operative, courteous and helpful attitude to all.</p> <p>Work independently with little direction.</p>	<p>Working in a school.</p> <p>Working in an open-office environment.</p> <p>Working as part of a team</p>	Application and interview.
Personal competencies and qualities	<p>Be organised, calm, caring, and patient.</p> <p>Be able to multi-task and prioritise work accordingly.</p> <p>Have a sense of humour and enthusiasm for working with young people.</p> <p>Demonstrate integrity.</p> <p>Have a positive approach.</p>		Application and interview.