**Willow Bank Infant School**

**SIMS Assistant**

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| **Contract term and type**: Permanent, Part-Time  **Salary:** GBP £19,554 - £21,166per year (pro rata)  **Reports to**: School Business Manager  **Start date**: 20th April 2020  **Salary**: Full time salary is grade 4(), however this will be prorated based on the below working hours  **Contract**: Term time  **Hours:** 1:00pm- 4:30pm |

**Profile**

The SIMS assistant will be working in the main school office, and will be the first point of call for visitors to the school in the afternoons.  As the ‘face’ of the school, the SIMS Assistant will be welcoming, personable, helpful and able to represent the school in a professional and friendly manner.  In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a ‘can do’ approach. You will also assist with general admin tasks and of course, SIMS admin, which therefore require a good level of IT skills.

**The Role:**

* Ensuring that the areas of school life for which you are responsible contribute to outcomes above expectations for the school’s students, especially in the standards they attain and the progress and achievement they make.
* Understanding, operating and developing the ethos of the school so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the school’s activities and that this in turn ensures that everybody takes pride in all aspects of the school’s work.

**Responsibilities**

* To maintain all aspects of the school’s electronic information system – SIMS - including, but not limited to, cover, data and assessment, behaviour and achievement and timetabling
* To co-ordinate reports and reporting
* To assist with all aspects of the school’s general administration as directed by your Line Manager
* To contribute to the safeguarding and promotion of the welfare and personal care of children and young people in full compliance with area Child Protection procedures
* To obtain and maintain an up to date First Aid certificate to enable you to support the school’s provision of first-response aid as required

**Duties**

* Arrange cover for absent staff either because of a planned or an unplanned absence
* Maintain behaviour and achievement records as required and run reports to enable analysis of the data
* Support the production and completion of SIMS assessment marksheets in consultation with the Data Analyst and run reports for circulation to parents and stakeholders
* Update student timetables as required and maintain accurate class-lists on SIMS including entering any changes to teaching sets or option groups
* Update and maintain student records on SIMS as required
* Organise all aspects of school trips and school days
* To use Parentmail to inform parents/guardians of important information including, but not limited to, newsletters, bulletins and instructions from staff, school closures and reminders for parents
* Support the school’s School Business Manager and admin team with all aspects of general administration including, but not limited to, reception duties, word processing, postal and email mailings, reprographics, telephony and filing
* Provide first-response aid as required

**Other**

* Assist in the supervision of examinations, both public and internal
* Take responsibility for the administration and security of examinations/ examination scripts
* Provide administration support for Teachers, assist with classroom displays and other management tasks as directed
* Set a good example in terms of personal presentation, attendance and punctuality
* Recommend solutions for areas of improvement in processes and procedures

**Health and Safety**

* Undergo Basic First Aid training and update courses
* Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
* Co-operate with the employer on all issues to do with Health, Safety and Welfare
* Manage the students Health and Safety, taking appropriate action related to any problems or emergencies that occur

**Continuing Professional Development**

* Participate in an induction programme that includes safeguarding training
* In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school
* Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available
* Undergo appropriate training to support the delivery of ‘specified work’ in order to develop skills for the post