



Park Community School, Middle Park Way, Havant, Hampshire PO9 4BU

Senior Administration Officer – SIMS, Data and Exams

37 hours per week, 40 weeks per year (term time plus one week)

Grade E – Actual salary range - £27,191 to £29,916

(FTE salary £30,859 to £33,951 per annum)

Start date March 2024

Fixed term initially to 31 December 2024

Park Community School wishes to appoint a Senior Administration Officer to oversee SIMS, Data and Exams. We seek an individual with significant experience using SIMS to manage school database and all exam requirements, including allocation of staff and meeting individual student needs. You will have excellent communication and organisational skills to support students and school staff.

An ability to work effectively with students, staff and other agencies is essential. You will have a vital role to play in developing effective use of our SIMS system to support student progress.

Your responsibilities will include:

- Ensure all data is recorded in line with assessment timetable.
 - Ensure the production of data sheets/reports on all students and coordinate issue to parents (including estranged parents) in line with assessment timetable.
 - Ensure the timely despatch of appointments to parents' assessment events in line with the assessment timetable.
 - Ensure the smooth running of parents' assessment events by activities such as providing staff seating plans/nameplates and arranging a SLT meet and greet rota.
 - Ensure accurate student data is maintained on SIMS through issue of annual SIMS data collection form to parents for checking and making other updates as notified.
 - On behalf of senior staff, liaise with Hampshire admissions team regarding main round and in year admissions.
 - Ensure that the CTFs of transferring students are downloaded and uploaded via the S2S system in a timely manner.
 - Ensure that CTFs for main round admissions are provided by feeder schools in a timely manner, and are downloaded into SIMS
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- Oversee smooth running of exams with Exams Officer.
 - Liaise with Heads of Department about student entries.
 - Register all students for the correct exams and at the correct level.
 - Publish and distribute exam timetables both for public and internal exams.
 - Check exam invigilation timetable with SLT responsible for exams when relevant.

- Ensure all staff requirements are entered on SIMS.
- Ensure all exams on the exam day are well-organised e.g. papers, rooms, notices, equipment etc.
- Ensure the distribution of public exam data is timely and accurate.
- Ensure SEN access arrangements are put in place.
- Ensure all students are aware of regulations for exams and their entries.
- Ensure accurate SIMS reports are provided to SLT and other relevant staff as requested.

We offer a fantastic working environment, where staff well-being is truly valued. We believe we are 'much more than just a school'. Recent awards and Ofsted support that view.

To apply, please download a support staff application form from <https://www.pcs.hants.sch.uk/employment.php> or email recruitment@pcs.hants.sch.uk to request a form.

Closing date: 23 February 2024
Interviews: w/c 26 February 2024

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks.

In promoting equal opportunities, the school welcomes applications from all sections of the community.

