

SIMS Data Manager

Required as soon as possible

37 hours per week

Term Time + 1 week (GCSE Exam Results Week)

NJC Pt 21 – 25 Actual salary £17,534 to £19,729

We are seeking an experienced SIMS Data Manager to lead the development, management and effective use of school data systems within the School.

This is a key role supporting the Assistant Headteacher (Curriculum) and other stakeholders in the tracking and monitoring performance of students across all year groups. You will be fully responsible for managing and delivering the implementation, development and control of the School MIS and other assessment systems.

You will advise on new functionality where it can help meet the School's future needs and also oversee and update information held on school databases, including changes to timetable exchanges, assessment examination data and any other data requirements.

SIMS Data knowledge and experience would be a pre requisite to this post. Excellent ICT skills and good English are essential. Intermediate to advanced level of Excel is desired.

Closing date: 12.00 pm on Friday, 26 May, 2017

Shortlisting will take place on Tuesday, 6 June, 2017

Interviews to take place during the week commencing 12 June, 2017

Please visit our website www.futures.uk.com for an Application Pack and to download an Associate Staff Application Form. Alternatively contact the School by telephone on 01702 415300 or e-mail hr@futures.uk.com with your contact details. Completed Application Forms should be e-mailed to hr@futures.uk.com.

Futures Community College is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All candidates will be subject to an enhanced DBS check, pre-health check questionnaire, satisfactory references and probationary period.