



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

(Full-Time Term time only appointment)

Job Title: Senior SIMS Administrator
Reporting Line: Head of SIMS then Bursar
Location: Hampton School and Hampton Prep & Pre-Prep
Hours of work: The salary is for a term time appointment plus 4 weeks (20 days) with working hours of 35 hours per week 8.45am to 4.45pm.

Post

Hampton School (HMC 1270 boys 11-18, 380 in Sixth Form), including Hampton Pre-Prep and Prep School (IAPS 226 boys and girls 3 – 11) requires a Senior SIMS Administrator. This is an excellent opportunity for an experienced Senior SIMS Administrator to be a part of the busy and dynamic SIMS team at Hampton School. SIMS experience is essential for this role along with excellent ICT and interpersonal skills, and the ability to work as part of a team. This position will require working across two sites (Hampton and Hampton Prep & Pre-Prep).

Job Responsibilities

- Assist the Head of SIMS with maintaining the structures within Assessment Manager for the production of:
 - Academic grade cards and reports for each reporting session
 - UCAS Subject reports to support the UCAS process.This will involve:
 - Assessment marksheet data entry
 - Maintaining all marksheet templates
 - Maintaining and testing all Individual report templates
 - Maintaining aspect and group analyses.
- Deal with SIMS related queries from both teaching and support staff at both Hampton and Hampton Prep & Pre-prep schools.
- Maintain the learning support section of SIMS in conjunction with the Learning Support departments at both Hampton and Hampton Prep & Pre-prep schools.
- Timetabling and NOVA-T experience is desirable as this role will involve the setting up and maintaining of the timetable for the Prep and Pre-prep school using SIMS.
- Assist with the attendance process at Hampton School.
- To assist the Head of SIMS with tasks and projects relating to SIMS. This may involve creating SIMS reports, registration follow up, room changes, School trip lists, entering data relating to behaviour management, testing new functionality and end-user training & support.
- To co-ordinate cover for teaching absences, as required.

Other

- To undertake the role of Fire Marshal and First Aider as required. Training would be provided.

- To undertake any other duties as reasonably required by the Headmaster/Bursar in association with the above role.

Experience

- A solid knowledge of SIMS is essential.
- Experience with Assessment Manager, Lesson Monitor, Discover, Learning Support within SIMS and NOVA-T is desirable.
- Substantial use of Microsoft Office including macros and pivot tables in Excel.

Personal Specification

- A customer focused approach and attention to detail are essential combined with a willingness to go the extra mile and a 'can do' approach.
- A good team player, capable of working positively under pressure with a flexible outlook that supports the School.
- High professional standards, particularly with regard to accuracy and presentation, are essential.
- A smart appearance, friendly and polite demeanour and good communication skills.
- Excellent administration skills and high level of proficiency in the use of ICT, including Word, Excel, databases, email and Internet.
- Enthusiasm and commitment to the smooth running of Hampton School and the wider Hampton School community.
- The ability to identify and complete work independently.
- The flexibility to adapt to ever-changing priorities.
- A willingness to assist and deal confidently with colleagues.
- A knowledge of the national and local education sector would be an advantage.
- A good general education, including excellent written and spoken English.
- Meticulous attention to detail; an excellent, accurate and careful command of written English.
- Awareness of the importance of data security, discretion and confidentiality.
- A willingness to undertake appropriate training as required
- An excellent telephone manner and ability to deal confidently with enquiries.
- Initiative, common sense and patience.
- The ability to work under pressure.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a "flavour" of the position and responsibilities.

Training

- To attend the SIMS training courses as required.
- Where necessary, to undergo on the job training under the general direction of the Head of SIMS to increase competence and proficiency.
- To attend INSET training outside the School where appropriate to increase competence and proficiency.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

Hampton School is an Equal Opportunities Employer.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

1. Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary for this position will be not less than £28,187 (pro rata) commensurate on the successful candidate's skills and experience. The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

2. Hours and Holidays

The salary is for a term time appointment plus 4 weeks (20 days) of 35 hours per week 8.45am to 4.45pm.

Additional holiday work, if required, is to be discussed and agreed with the Head of SIMS and Bursar and in their absence, Head of SIMS and Deputy Head.

The remuneration package includes pay for holidays which are to be taken during School holiday periods. Staff are required to be at School on Open Days.

3. Probation

The appointment is subject to the satisfactory completion of a twelve month probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

a. Pension

You will be auto enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

b. Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

c. Health Care

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy.

d. School Fee Reduction

Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

e. Cycle to work scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the "cycle to work" scheme to ride to work. Further details are available from the Bursar.

f. Childcare Vouchers

The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.

g. Eye Tests

In September each year members of staff receive a voucher for a free eye test at nominated opticians.

h. Personal Accident Insurance

Staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

i. Sports Travel to School on Saturdays

Staff running teams can claim expenses for travel to and from School for Sports matches.

j. Drinks

Staff are provided, at no cost, with tea/coffee throughout the day.

k. Lunch

Lunch is provided at no cost.

l. Use of private vehicle

Subject to a journey being approved by the Building Services Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

m. Blood Pressure

The School Nurse can check your blood pressure. She is not able to give staff medical advice and staff must rely on their own adviser.

n. Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required a charge may be made.

o. Sports Therapy

The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

p. Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The School accepts no liability for use by staff.

q. Sporting Facilities

Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant Sport/PE staff. Use for events such as parties is available but will be treated as a formal letting.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.

The School requests applications as soon as possible from interested applicants and reserves the right to offer the post at any stage in the appointment process and not to offer the post.



HAMPTON SCHOOL

(HMC 1270 boys 11-18, 380 in Sixth Form)

**SENIOR SIMS ADMINISTRATOR
(FULL-TIME TERM TIME ONLY)**

Hampton School is seeking to appoint a Senior SIMS Administrator. Applicants should have previous SIMS experience including Assessment Manager for academic reporting and UCAS. Knowledge of timetabling and NOVA-T experience is also desirable.

The post is full-time term time only appointment (plus 20 days) with working hours of 8:45am – 4:45pm. The salary will be not less than £28,187 (pro rata) with health insurance and other benefits.

The closing date for applications is Monday 6 February 2017 at 9am.

Further details of the post and an application form may be obtained from the Hampton School website www.hamptonschool.org.uk. Application forms to be emailed to recruitment@hamptonschool.org.uk.

Hampton School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS. Hampton School is an Equal Opportunities Employer. Registered Charity No 1120005. Company No 06264434.