

# SIMS SUPERUSER AND OFFICE MANAGER

## Candidate Brief



Bradford  
Grammar  
School

[bradfordgrammar.com](http://bradfordgrammar.com)



# Bradford Grammar School

Bradford Grammar School is one of the oldest and most respected institutions in Bradford, tracing its roots back to 1548. Recognised as a beacon of educational excellence, the School achieves exceptional public examination results.

Summer 2020 saw our students achieve superb A Level results, with 26% of all exams awarded A\* grades, 63% A\*/A grades and 89% A\*/A/B. Six pupils won a place at Oxford University, and fifteen pupils made a successful application to read medicine. One hundred and thirteen talented students picked up their GCSE results, as the school celebrated another very strong year. 29% of all exams taken were awarded grade 9, 56% were awarded grades 9/8 and 79% were awarded grades 9/8/7.

At the same time, the School places a premium on nurturing well-rounded, interesting and decent young people who are actively engaged in various interests outside of the classroom. Sport and the creative arts are flourishing; the Duke of Edinburgh's Award and volunteering projects remain popular. Academic success is celebrated, but there is far more to life at Bradford Grammar School than exam results.

The School reflects the diversity of its host city, welcoming children from many different backgrounds, faiths and cultures. Parents and the wider community value this strength within the School, regarding it as an invaluable preparation for the world that children will encounter in their later lives. Creating a sense of community is hugely important for the School. Relationships with local schools and the local council are also excellent.



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The School moved to its current 25-acre site in Frizinghall in 1949 and it has continually invested in the campus since that time. Facilities are outstanding, including well-equipped laboratories and teaching rooms, sports hall, 25m swimming pool, sports pavilion, all-weather sports pitch, squash and tennis courts, a refurbished dining hall, recording studio, music auditorium, a dedicated sixth-form centre, a new three-storey science/social science faculty building, state-of-the-art library, a theatre and one of the finest assembly halls in the UK. All the buildings are maintained to a very high standard, and all of this has been accomplished without incurring debt as the School's financial position is extremely strong. Governance of the School has been consistently excellent since independence in 1975.

Bradford Grammar School was named the 'The Sunday Times Northern Independent Secondary School of the Year 2018' in November 2017 in The Sunday Times Schools Guide 2018.

*"Bradford Grammar is in a good place, combining strong academic performance with a caring culture that encourages all students to excel in their chosen field, both within and outside the classroom. The school explicitly puts pupils' happiness at the centre of what it does. In an age of growing fears about the pressures put on children to succeed, this enlightened approach helps BGS stand out from the crowd. It's a deserving winner of our award."*

Alastair McCall, editor of The Sunday Times, Parent Power

A richly cosmopolitan district, Bradford combines areas undergoing urban regeneration with areas of considerable affluence, the latter especially in the Wharfe Valley. It is also a district with considerable entrepreneurial spirit. In recent times, Bradford has undergone significant city-centre redevelopment. The city is home to two successful higher and further educational institutions – the University of Bradford and Bradford College. There are strong sporting and cultural highlights, including the award-winning National Science and Media Museum, the nearby Bradford City FC, Bradford Bulls RLFC, Salem RUFC, Ben Rhydding Hockey Club, Ilkley Tennis Club, the Alhambra Theatre and St George's Hall which host a wide range of concert performances.

With excellent road and rail links, including a station served by the Airedale and Wharfedale lines within a five-minute walk, the School benefits from a large catchment area across West Yorkshire. Fifty-seven per cent of pupils have homes with Bradford postcodes (this includes the Aire Valley and Skipton) with the remaining 43 per cent having Leeds (primarily Ilkley, Adel and Horsforth), Halifax, Huddersfield and Wakefield postcodes.

Click [here](#) to find our location.



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# The Department

The Secretarial Office comprises three full-time members of staff, each with their own responsibilities and tasks but are able to cover for each other, and reception as and when required.

Responsible for all aspects of the School's Management Information System (SIMS), recording and monitoring of attendance, pastoral matters and transport, the office is a fast-paced environment which is frequently used by both pupils and staff in order to obtain and/or update information.

The team deals with various aspects of the school day, some jobs occurring on a regular basis and others as the situation arises.







# The Role

## Job Purpose

To take the lead role in the development, maintenance and management of the School's Management Information System (SIMS) and to manage and provide an efficient school administration/secretarial and reception service.

## Accountabilities/Responsibilities

### SIMS:

- Being the primary contact for the School's Management Information System (SIMS), including supervising and monitoring data input of core information and changes to pupil details, ensuring accuracy at all times and compliance with General Data Protection Regulations (GDPR);
- Working with the Assistant Head, Curriculum to update SIMS in preparation for the start of each academic year, inputting all Options data, and performing appropriate technical and administrative tasks to ensure a smooth transition;
- Ensuring SIMS assessments are brought up to date for the new school year by linking marksheets to new curriculum groups in order that pupil reports can be processed;
- Liaising with the Examinations Officer to ensure that SIMS Course Manager details remain up to date;
- Managing the set-up of pupil reports using Profiles, including producing report paperwork;
- Producing reports for the Finance Department to ensure pupil admission numbers, contact and parental details are kept up to date with the school's billing system;
- Management of administration of end of year/new academic year information including lists of pupil numbers in attendance on the first day of the school year, leavers, re-joiners, pupil lists, staff lists, form lists etc.;
- Updating the School population throughout the year as changes occur;
- Maintaining the pupil registers, contacting parents of pupils with unexplained absences, highlighting those pupils not in attendance at School;



- Releasing CTF files for pupils leaving school and uploading data to Bradford Council re any new pupils and/or leavers;
- Managing and co-ordinating the SIMS Parent Lite system;
- Setting report deadlines and dates in conjunction with Assistant Head, Curriculum and processing pupils' interim and full reports on SIMS;
- Providing SIMS access rights for staff;
- Providing a support service for other users of SIMS by preparing and delivering appropriate training to staff to ensure a continual development of relevant skills;
- Maintaining an awareness of developments in SIMS and disseminating information to relevant staff.

### **Central Support:**

#### **Line Management**

- Provide line management for Secretaries and Reception staff, overseeing and allocating work;
- Conducting annual reviews for Secretaries and Reception staff;
- Ensuring the Secretaries and Reception staff receive appropriate training in order to fulfil the needs of their own roles, but also in order to create and maintain a multi-skilled department whereby individuals can undertake each other's duties as and when required. (New departmental training programme to be devised by the Office Manager.)

### **School (internal) Examinations:**

- Preparation of seating plans by set/subject, obtaining stationery, organising cards for desks and exam signage. Liaising with the Head of Learning Support and formatting extra-time sheets for students on the SEN register and highlighting any special requirements on seating plans;
- Booking computer facilities in good time as required;
- Assisting Academic Head, Curriculum with facilitating the daily running of the internal summer exams;
- Co-ordinating work processed on memory sticks for pupils using laptops.

### **Duke of Edinburgh Award:**

- Collating registration forms and payments;
- Compiling information packs for Leaders and the DoE Centre to include photographs, contact and medical information sheets for pupil participants on each expedition;
- Attending the Bronze Award training day;
- Providing administrative support as required.





## General:

- Support the Assistant Head, Curriculum to co-ordinate the biennial photography schedule for all pupils and staff.
- Booking facilities for photos and any mop-up sessions. Providing relevant paperwork for photographer;
- Support of the Whole School Photograph co-ordinated by the Deputy Headmaster (approx. once every five years );
- Providing a full and confidential secretarial and administrative support service to Assistant Heads as required;
- Assist the Assistant Head, Curriculum in the organisation of information for ISI inspections;
- Handing out pupil/staff messages as required;
- Primary contact for pupils missing from lessons, instigating searches etc, working with members of the SLT who are available;
- Undertaking such other duties as may be requested from time to time.





# The Person

- Educated to GCSE Standard;
- Excellent level of written and spoken English;
- Proficient in all standard Microsoft applications, e.g. Word, Excel, Outlook, Internet, and databases;
- An in-depth knowledge of and ability to work with all aspects of SIMS is essential;
- Excellent inter-personal skills – able to communicate to staff, visitors, parents and pupils in a professional manner at all times;
- Self-directed approach with enthusiasm and commitment to perform the role to a high standard;
- Must be able to multi-task and prioritise the workload;
- Must be extremely flexible in terms of assisting other colleagues with workloads as required;
- Able to work unsupervised and using own initiative;
- Understanding of the importance of confidentiality, tact and diplomacy.







# What we offer

The successful candidate will benefit from an attractive package including:

- Excellent salary
- Membership of a workplace pension scheme where eligible
- Generous remission on School fees
- Salary sacrifice schemes for:
  - Cycle to Work
  - Pension
  - TechScheme
- Employee Discount Platform
- Free parking
- Free school meals during term time
- Employee Assistance Programme
- Private Medical Insurance and Health Cash Plans at cost.



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## How to apply

All candidates should complete the online application form, including a personal statement outlining how they meet the requirements for the role. CVs cannot be accepted. The closing date for completed applications is **9am Tuesday 10 August 2021**.

Please read the safer recruitment document thoroughly by clicking on the link below

[Self Disclosure Form](#)

To provide false information is an offence and may result in your application being rejected or summary dismissal, if already appointed.

Selection for interview will be undertaken by a panel. Each panel member will assess which candidates most closely meet the necessary experience and skills criteria for the role. At least one member of the interview panel will hold a current Safer Recruitment Certificate.



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