



WINDERMERE
SCHOOL
FOUNDED 1863

CANDIDATE INFORMATION

SIMS and Data Manager



Windermere School

At **Windermere School** which is both an **IB World School** and a **Round Square School**, we nurture globally minded learners who approach challenges with confidence, compassion, and integrity. Our teaching encourages critical thinking, collaboration, and problem-solving,

Located in the heart of the **Lake District National Park**, our beautiful surroundings are central to school life. We use this remarkable environment to enrich learning across the curriculum.

We are deeply committed to the ongoing **professional growth and wellbeing** of our staff. Through collaborative practice, access to IB and Round Square networks, and opportunities for leadership and innovation, we support colleagues to develop their skills and flourish in their careers.

If you are passionate about supporting young people and share our belief in education that balances academic challenge with personal growth, outdoor discovery, and professional development, we warmly invite you to apply.

Staff Benefits



Pension Scheme

Windermere School offers a generous employer pension contribution



Meal Allowance

Free and delicious three course lunch daily



Fee Remission

Up to 70% for full time permanent teaching staff



Counselling Service

24-hour independent helpline for staff



Free Onsite Parking

Free onsite parking provided for staff across all campuses



Supportive Appraisal

Positive Appraisal System with support for staff development and training



Gym and Pool Access

Staff discount at local gym and pool



Laptop Provided

A work laptop provided for all teaching staff



Staff Refreshments

Free Nespresso coffee machine, tea and snacks provided in the staff room

SUMMARY OF THE ROLE

Job Title

SIMS and Data Manager

Accountable To

The Academic Deputy Head

Position Type

Part-time -0.6 FTE- 3 days a week, permanent position

Salary £34,445 FTE pa- actual salary £20,667

Closing Date

Applications should be received by 24 July 2026. We reserve the right to interview sooner.

Start date:

27 August 2026

Job Overview

Windermere School is looking for a part-time capable and enthusiastic SIMS and Data Manager who will take the lead on managing school information systems. We are looking for someone with a strength and/or proven experience in IT and data processing to start at the end of August 2026.



JOB DESCRIPTION

Purpose of the Role

1.1 To own and maintain a sophisticated data system to facilitate the monitoring of learners' attainment and progress, using internal and external sources of information.

1.2 To provide up-to-date statistical information relating to all aspects of learner progress, in particular the analysis of examination results, the monitoring of achievement data and the reporting of this information to the Senior Leadership Team and other academic staff within the School.

1.3 To be familiar with and able to communicate information including attendance data, reporting, School Census, profiles, target setting, timetable management, annual academic year set-up and SIMS administration.

1.4 To work to tight deadlines and to engage effectively with a range of stakeholders including staff, senior leaders, governors and the parental community.

A. Use of SIMS and Other Data Packages / Applications

2.1 To lead and manage the School's Management Information and data reporting system, ensuring that all information is current and readily available.

2.2 To keep the School's MIS up to date, including all student and staff information, class sets, timetable and tutor group information, and to maintain that data in external systems such as Open Apply, SOCS, Satchel One, ManageBac and others.

2.3 To import, check and maintain timetable data within SIMS, ensuring that all staff, students, classes and registration groups are correctly linked.

2.4 To support the annual migration of classes, tutor groups, curriculum sets and associated data, ensuring continuity and accuracy across the transition from one academic year to the next.

2.5 To set up the academic year in SIMS and related systems, including calendars, group structures, reporting cycles and relevant administrative data.

2.6 To work alongside ParentPay and the internal IT Manager to ensure a seamless approach to SIMS software management, implementation and development.

2.7 To assist in the planning, implementation and installation of software upgrades for SIMS, ensuring that all staff are notified of changes.

2.8 To continually improve systems and provision, remaining informed about developments in data management and MIS practice.

2.9 To work with a range of staff to ensure the effective use of SIMS for recording and reporting data, including behaviour management and Lesson Monitor, in order to identify trends and inform improvement strategies.

2.10 To provide leadership and guidance to the Administration team in relation to the electronic transfer of pupil data, ensuring complete data integrity and confidentiality.

B. Information Gathering, Analysis and Reporting

2.11 To produce clear, concise and accurate information to support teachers, middle leaders, the Senior Leadership Team and Governors in raising standards of performance, particularly for target groups of students.

2.12 To analyse data to identify strengths and weaknesses for the Senior Leadership Team, Middle Leaders (Heads of Department and Pastoral Leaders) and Teachers.

2.13 To provide appropriate and timely data to Senior and Middle Leaders to allow for precise target setting, assessment and reporting.

2.14 To maintain, develop and operate an annual programme of school performance data collection, analysis and reporting, including analysis of different groups.

2.15 To ensure that assessment data is coordinated and analysed at regular intervals, specifically after each tracking point and external examinations for all Departments, the Senior Leadership Team and Governors.

2.16 To design, generate and maintain reports incorporating historical, national and local comparisons, as required.

2.17 To act as a data consultant to Middle Leaders and the Senior Leadership Team, providing assessment data that enables them to make strategic decisions related to improvements in student academic performance.

2.18 To maintain and develop systems to allow assessment data and targets to be transparent for all users, including parents and students.

2.19 To work with the Academic Deputy on whole-school projects to measure progress, target setting, data management and the implementation of the Marking, Assessment and Reporting Policies.

C. School Reports

2.20 To liaise with the Academic Deputy to ensure all staff meet deadlines, enabling reporting requirements to be met.

2.21 To develop, monitor and maintain the school reporting system and associated procedures.

2.22 To assist with the production of school reports throughout the report-writing process, including design, generation, final printing and collation.

2.23 To support the annual report cycle and ensure that reporting deadlines and publication processes are met accurately and on time.

D. Training

2.24 To increase staff awareness of how SIMS can be used to track student performance.

2.25 To play a key role in supporting teaching staff to develop data handling skills that translate analysis into classroom impact on achievement and progress.

2.26 To train Senior staff and Middle Leaders in the use and interpretation of the School MIS, as well as providing support as required.

2.27 To offer extended support in the use of SIMS Assessment for all teaching staff.

2.28 To proactively advise on and offer in-house training and encourage the use of SIMS across the School.

2.29 To audit and develop a programme of staff training needs for all SIMS modules.

2.30 To lead in-house training for staff in the use of systems, data management and performance data, and produce training material for all staff where necessary, particularly new staff and staff with new responsibilities.

E. Timetabling

2.31 To support the Timetabling Team, contributing to the construction and maintenance of the timetable within the software and understanding the associated links between modules of the MIS.

2.32 To support timetable imports, checks and amendments as required to ensure data accuracy across the academic year.

F. Other

2.33 To carry out any other duties as directed by the Head commensurate with the general level of responsibility of the post.

2.34 To contribute to the School values and mission across the School, including through excellent teamwork.

2.35 A willingness to be fully involved in the life of the School.

2.36 A willingness to undertake professional development.

Person Specification

Essential

- Strong experience of SIMS or a similar MIS.
- Excellent data management, analysis and reporting skills.
- Ability to work accurately to tight deadlines.
- Strong organisational and administrative skills.
- Confidence in supporting staff and delivering training.
- High level of IT competence and attention to detail.
- Ability to manage sensitive information with discretion and confidentiality.
- Effective communication skills with staff at all levels.

Desirable

- Experience of timetable imports and academic year set-up.
- Experience of report design and production.
- Experience of working with external systems such as Open Apply, SOCS, Satchel One, ManageBac, ParentPay or Wonde.

- Experience of supporting annual migration of classes and curriculum structures.
- Experience in an independent or international school setting.

Safeguarding Statement

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

The School operates a No Smoking and Vaping policy within its buildings and grounds



WINDERMERE SCHOOL

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