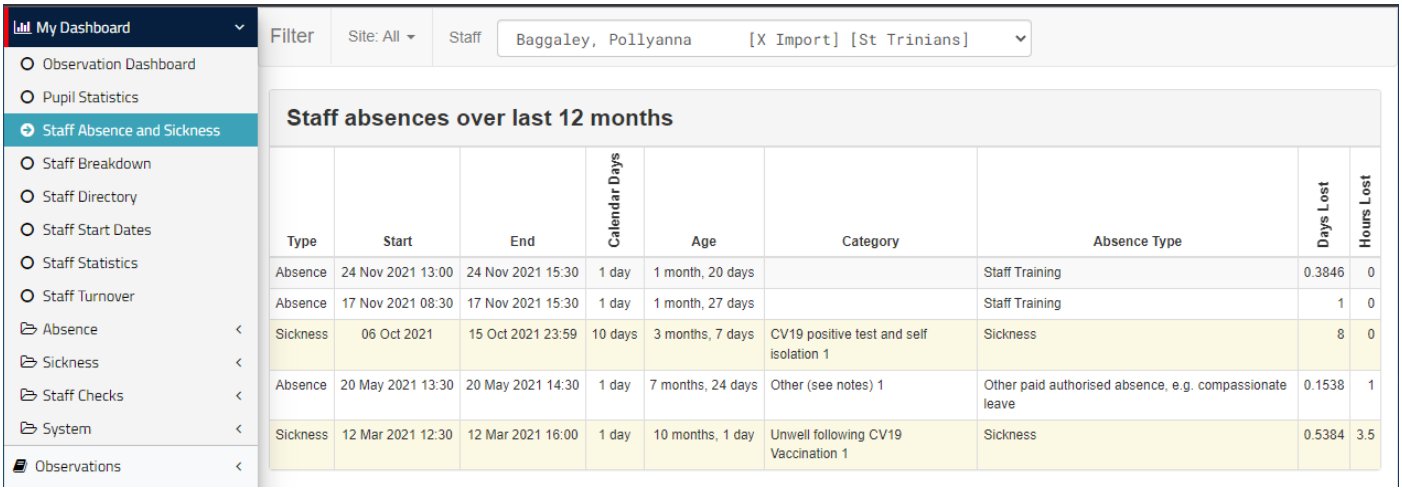
Eden Network Development Ltd

School HR Management and Dashboard

Our School HR management system allows you to visualise your SIMS staff data using a variety of reports and dashboards. The system can also implement on-line processes that SIMS is not capable of performing such as staff absence requests, staff personal details change requests, expense claims, mileage claims. In fact, there are limitless opportunities for bespoke on-line form designs, workflows and reports using our built-in design tools.

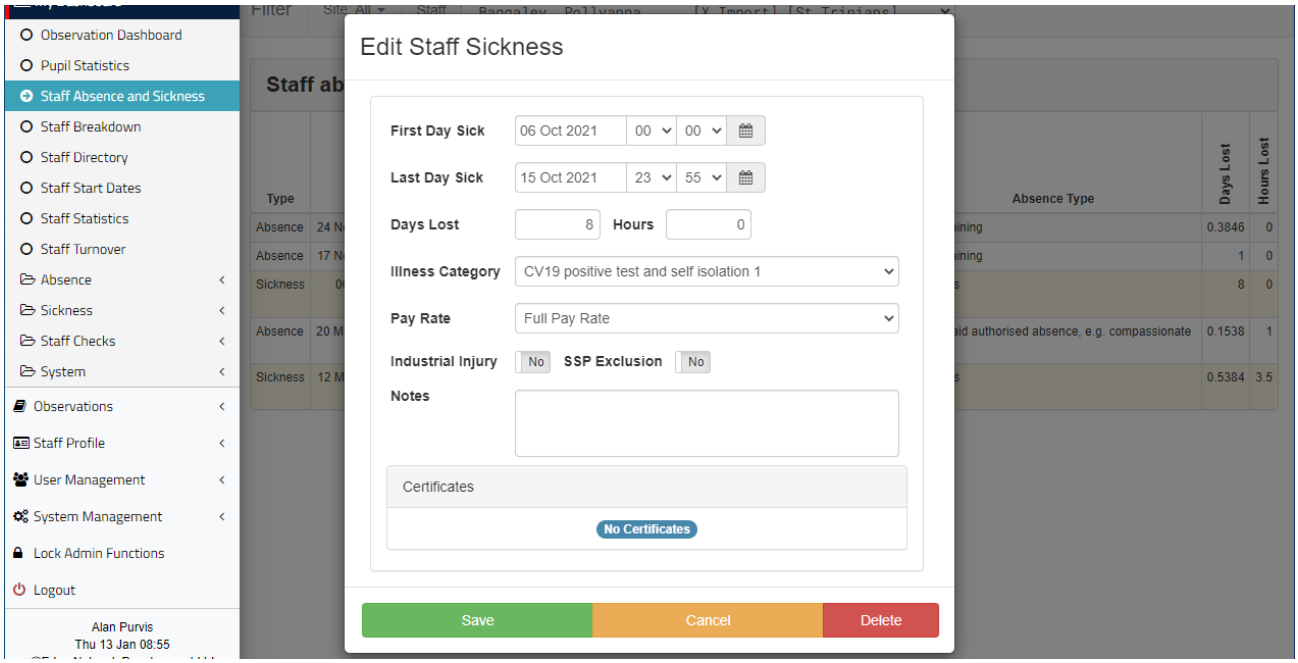
The following examples illustrate some of the reports and dashboards that can be implemented using your SIMS data.

Staff Absence and Sickness
Select a member of staff to see all absence and sickness records for the las 12 months:



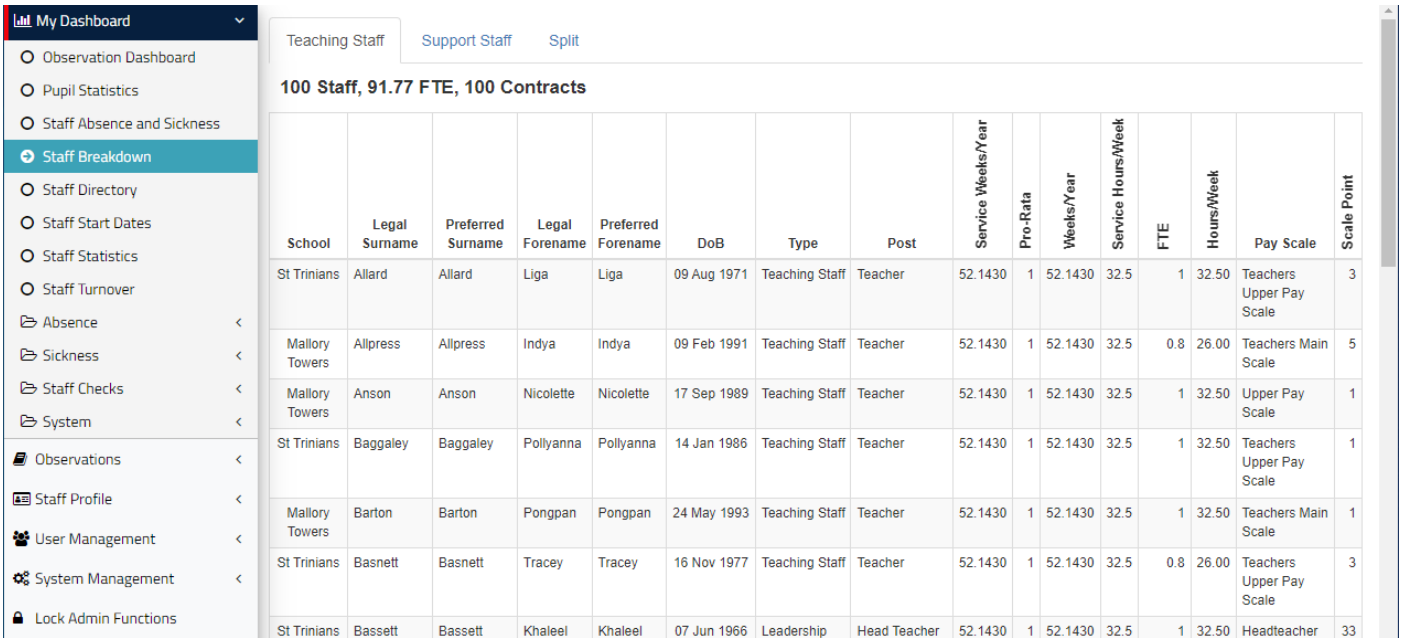
Type	Start	End	Calendar Days	Age	Category	Absence Type	Days Lost	Hours Lost
Absence	24 Nov 2021 13:00	24 Nov 2021 15:30	1 day	1 month, 20 days		Staff Training	0.3846	0
Absence	17 Nov 2021 08:30	17 Nov 2021 15:30	1 day	1 month, 27 days		Staff Training	1	0
Sickness	06 Oct 2021	15 Oct 2021 23:59	10 days	3 months, 7 days	CV19 positive test and self isolation 1	Sickness	8	0
Absence	20 May 2021 13:30	20 May 2021 14:30	1 day	7 months, 24 days	Other (see notes) 1	Other paid authorised absence, e.g. compassionate leave	0.1538	1
Sickness	12 Mar 2021 12:30	12 Mar 2021 16:00	1 day	10 months, 1 day	Unwell following CV19 Vaccination 1	Sickness	0.5384	3.5

Click an absence row to see full SIMS details:

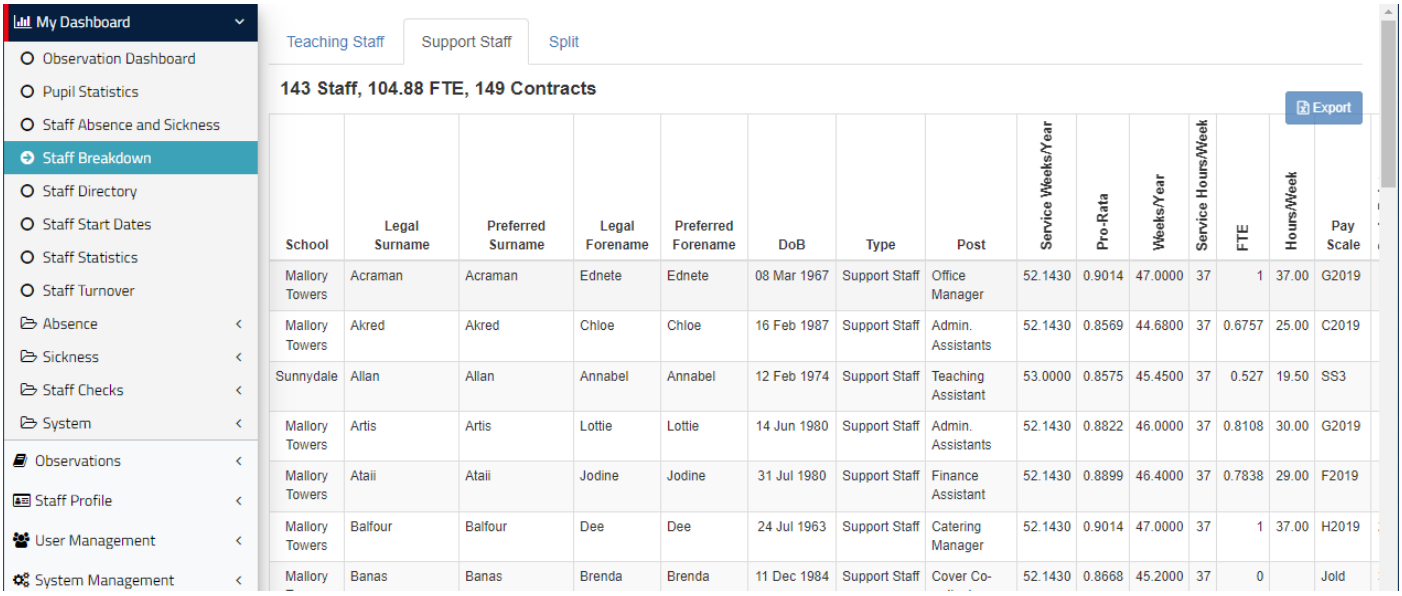


Staff Breakdown

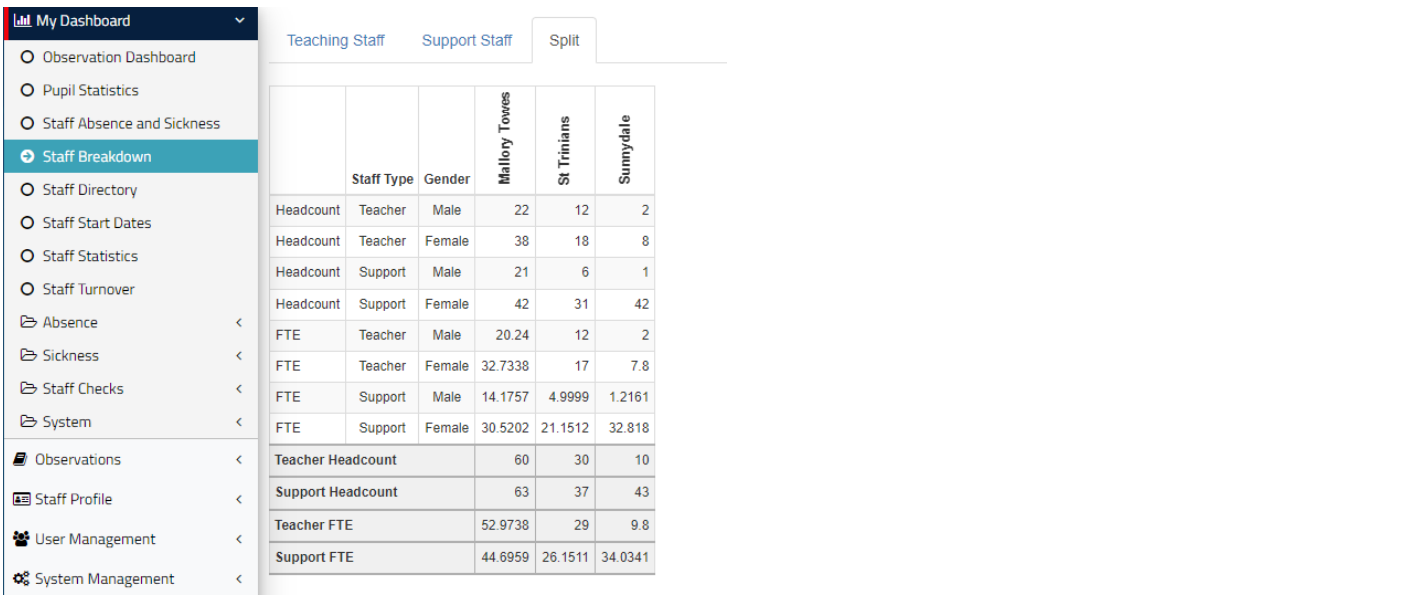
List main contract details for all staff separated into teaching and support staff:



School	Legal Surname	Preferred Surname	Legal Forename	Preferred Forename	DoB	Type	Post	Service Weeks/Year	Pro-Rata	Weeks/Year	Service Hours/Week	FTE	Hours/Week	Pay Scale	Scale Point
St Trinians	Allard	Allard	Liga	Liga	09 Aug 1971	Teaching Staff	Teacher	52.1430	1	52.1430	32.5	1	32.50	Teachers Upper Pay Scale	3
Mallory Towers	Allpress	Allpress	Indya	Indya	09 Feb 1991	Teaching Staff	Teacher	52.1430	1	52.1430	32.5	0.8	26.00	Teachers Main Scale	5
Mallory Towers	Anson	Anson	Nicolette	Nicolette	17 Sep 1989	Teaching Staff	Teacher	52.1430	1	52.1430	32.5	1	32.50	Upper Pay Scale	1
St Trinians	Baggaley	Baggaley	Pollyanna	Pollyanna	14 Jan 1986	Teaching Staff	Teacher	52.1430	1	52.1430	32.5	1	32.50	Teachers Upper Pay Scale	1
Mallory Towers	Barton	Barton	Pongpan	Pongpan	24 May 1993	Teaching Staff	Teacher	52.1430	1	52.1430	32.5	1	32.50	Teachers Main Scale	1
St Trinians	Basnett	Basnett	Tracey	Tracey	16 Nov 1977	Teaching Staff	Teacher	52.1430	1	52.1430	32.5	0.8	26.00	Teachers Upper Pay Scale	3
St Trinians	Bassett	Bassett	Khaleel	Khaleel	07 Jun 1966	Leadership	Head Teacher	52.1430	1	52.1430	32.5	1	32.50	Headteacher	33



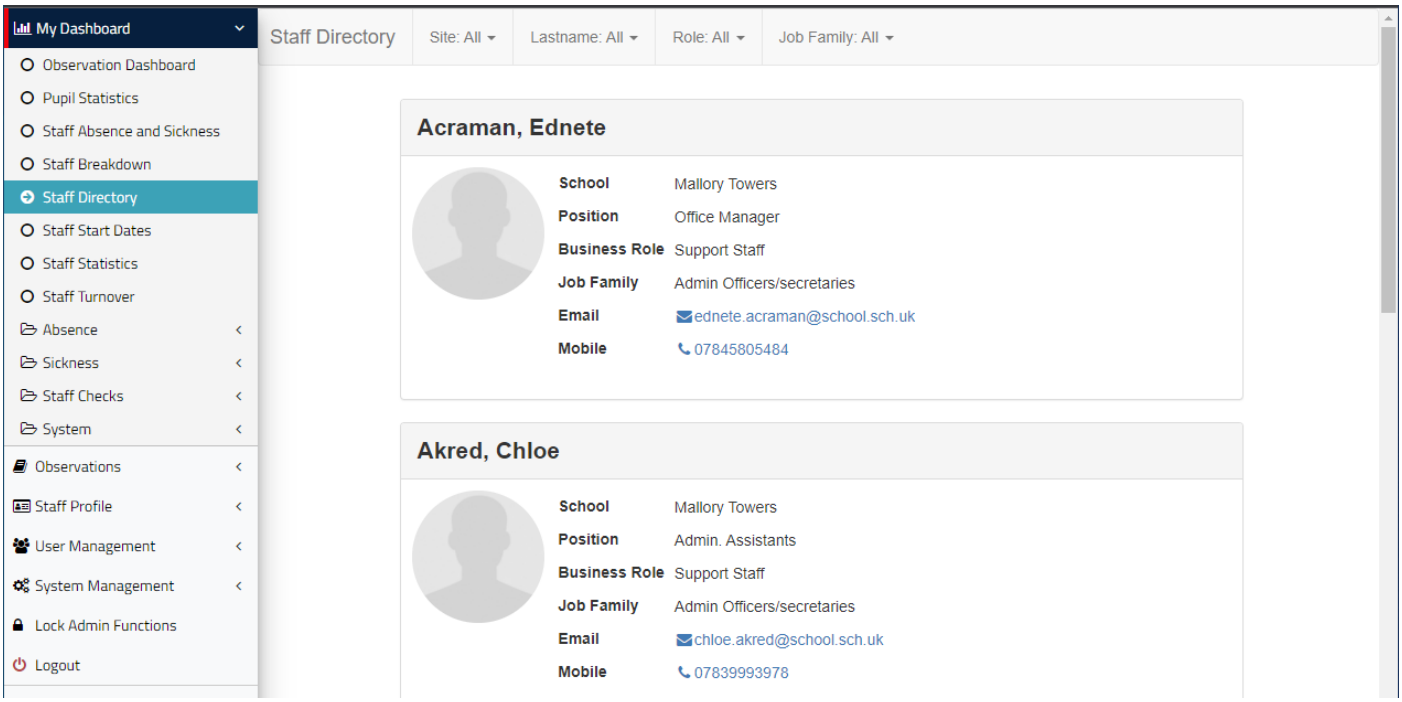
School	Legal Surname	Preferred Surname	Legal Forename	Preferred Forename	DoB	Type	Post	Service Weeks/Year	Pro-Rata	Weeks/Year	Service Hours/Week	FTE	Hours/Week	Pay Scale
Mallory Towers	Acraman	Acraman	Ednete	Ednete	08 Mar 1967	Support Staff	Office Manager	52.1430	0.9014	47.0000	37	1	37.00	G2019
Mallory Towers	Akred	Akred	Chloe	Chloe	16 Feb 1987	Support Staff	Admin. Assistants	52.1430	0.8569	44.6800	37	0.6757	25.00	C2019
Sunnydale	Allan	Allan	Annabel	Annabel	12 Feb 1974	Support Staff	Teaching Assistant	53.0000	0.8575	45.4500	37	0.527	19.50	SS3
Mallory Towers	Artis	Artis	Lottie	Lottie	14 Jun 1980	Support Staff	Admin. Assistants	52.1430	0.8822	46.0000	37	0.8108	30.00	G2019
Mallory Towers	Ataii	Ataii	Jodine	Jodine	31 Jul 1980	Support Staff	Finance Assistant	52.1430	0.8899	46.4000	37	0.7838	29.00	F2019
Mallory Towers	Balfour	Balfour	Dee	Dee	24 Jul 1963	Support Staff	Catering Manager	52.1430	0.9014	47.0000	37	1	37.00	H2019
Mallory	Banas	Banas	Brenda	Brenda	11 Dec 1984	Support Staff	Cover Co-	52.1430	0.8668	45.2000	37	0		Jold



	Staff Type	Gender	Mallory Towes	St Trinians	Sunnydale
Headcount	Teacher	Male	22	12	2
Headcount	Teacher	Female	38	18	8
Headcount	Support	Male	21	6	1
Headcount	Support	Female	42	31	42
FTE	Teacher	Male	20.24	12	2
FTE	Teacher	Female	32.7338	17	7.8
FTE	Support	Male	14.1757	4.9999	1.2161
FTE	Support	Female	30.5202	21.1512	32.818
Teacher Headcount			60	30	10
Support Headcount			63	37	43
Teacher FTE			52.9738	29	9.8
Support FTE			44.6959	26.1511	34.0341

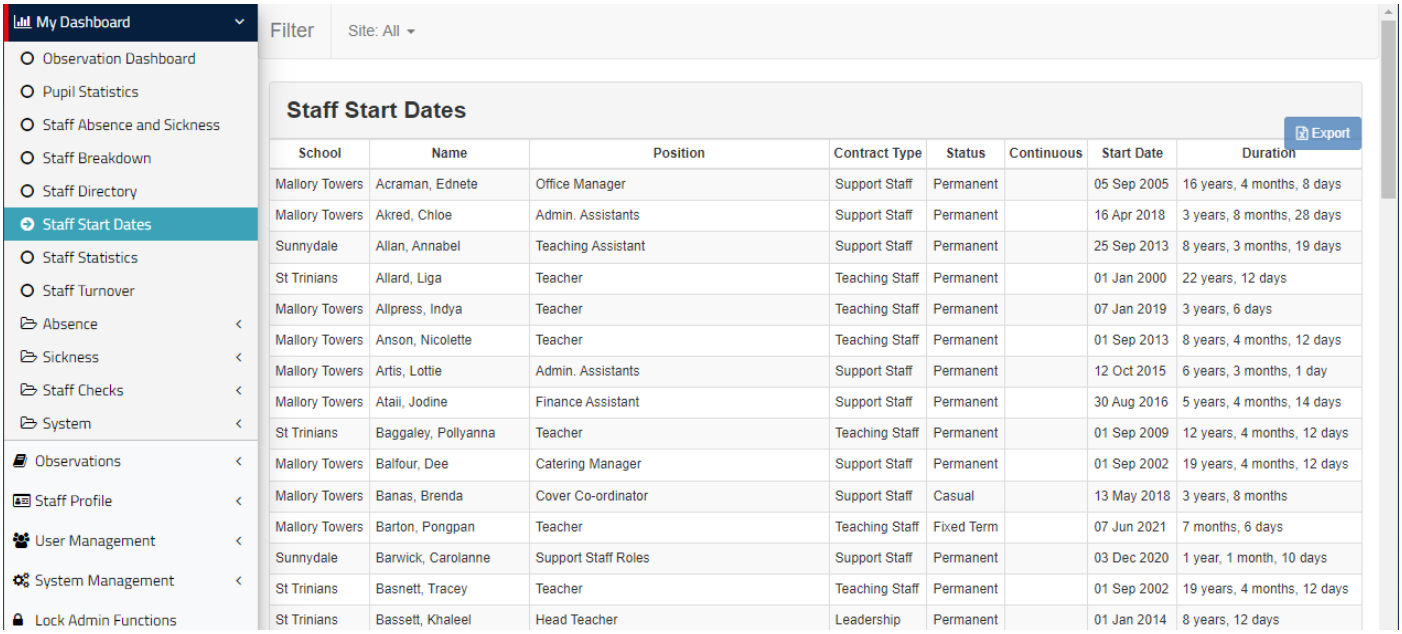
Staff Directory

List all staff with links to email or call the selected person:



Staff Start Dates

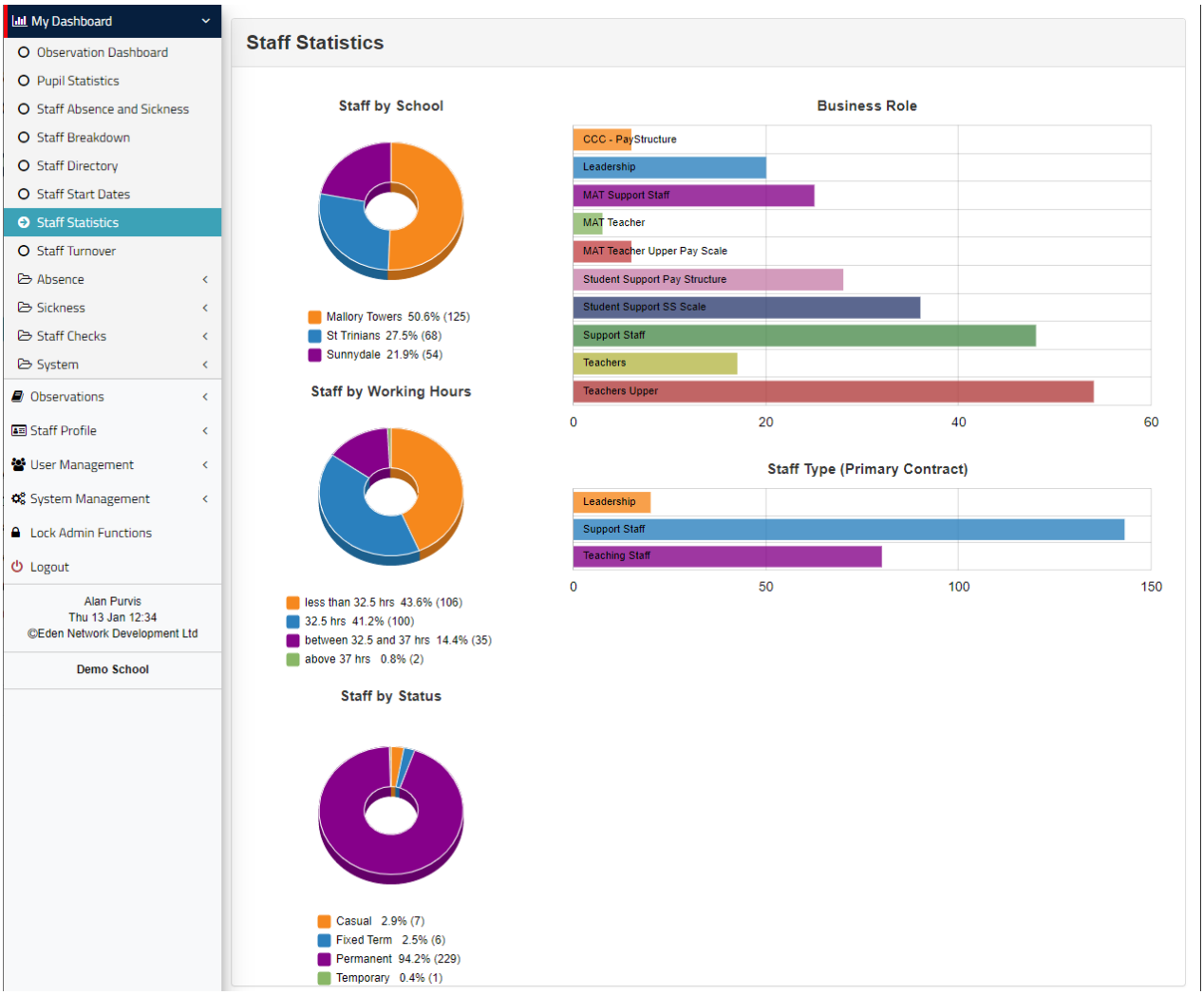
List all staff with details about start and continuous service dates:



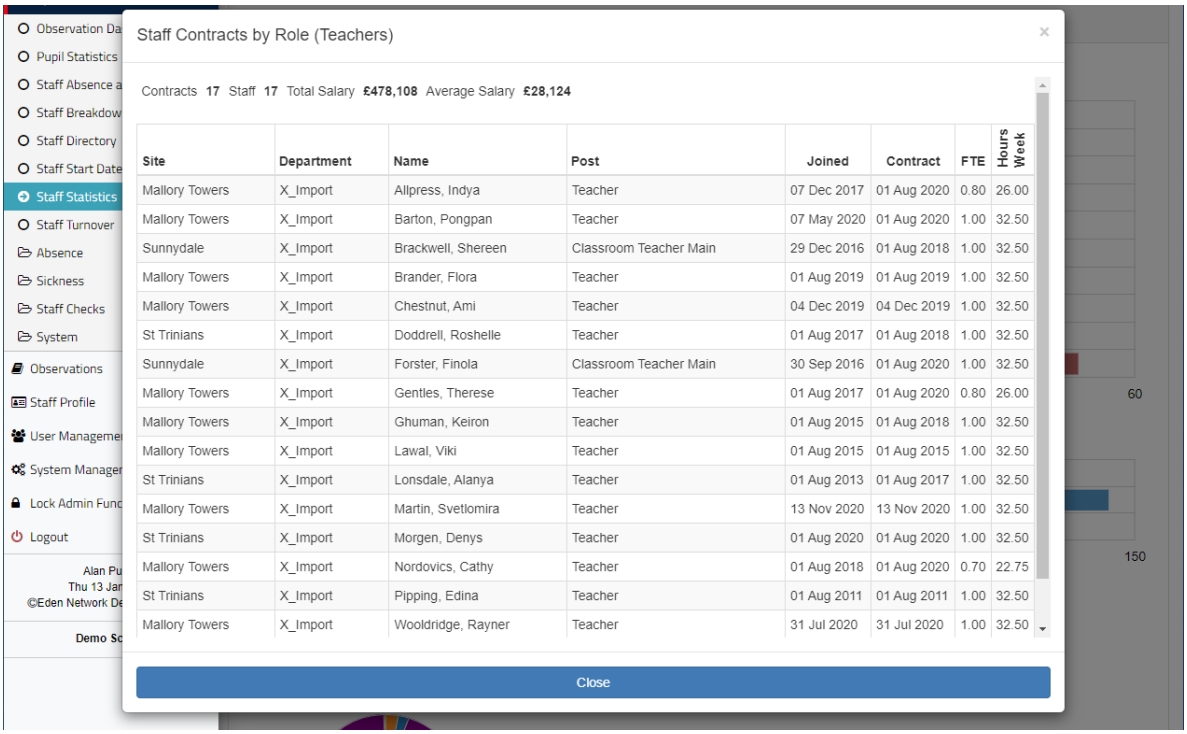
School	Name	Position	Contract Type	Status	Continuous	Start Date	Duration
Mallory Towers	Acraman, Ednete	Office Manager	Support Staff	Permanent		05 Sep 2005	16 years, 4 months, 8 days
Mallory Towers	Akred, Chloe	Admin. Assistants	Support Staff	Permanent		16 Apr 2018	3 years, 8 months, 28 days
Sunnydale	Allan, Annabel	Teaching Assistant	Support Staff	Permanent		25 Sep 2013	8 years, 3 months, 19 days
St Trinians	Allard, Liga	Teacher	Teaching Staff	Permanent		01 Jan 2000	22 years, 12 days
Mallory Towers	Allpress, Indya	Teacher	Teaching Staff	Permanent		07 Jan 2019	3 years, 6 days
Mallory Towers	Anson, Nicolette	Teacher	Teaching Staff	Permanent		01 Sep 2013	8 years, 4 months, 12 days
Mallory Towers	Artis, Lottie	Admin. Assistants	Support Staff	Permanent		12 Oct 2015	6 years, 3 months, 1 day
Mallory Towers	Ataii, Jodine	Finance Assistant	Support Staff	Permanent		30 Aug 2016	5 years, 4 months, 14 days
St Trinians	Baggaley, Pollyanna	Teacher	Teaching Staff	Permanent		01 Sep 2009	12 years, 4 months, 12 days
Mallory Towers	Balfour, Dee	Catering Manager	Support Staff	Permanent		01 Sep 2002	19 years, 4 months, 12 days
Mallory Towers	Banas, Brenda	Cover Co-ordinator	Support Staff	Casual		13 May 2018	3 years, 8 months
Mallory Towers	Barton, Pongpan	Teacher	Teaching Staff	Fixed Term		07 Jun 2021	7 months, 6 days
Sunnydale	Barwick, Carolanne	Support Staff Roles	Support Staff	Permanent		03 Dec 2020	1 year, 1 month, 10 days
St Trinians	Basnett, Tracey	Teacher	Teaching Staff	Permanent		01 Sep 2002	19 years, 4 months, 12 days
St Trinians	Bassett, Khaleel	Head Teacher	Leadership	Permanent		01 Jan 2014	8 years, 12 days

Staff Statistics

Visual breakdown of Staff within the organisation by a number of groupings:

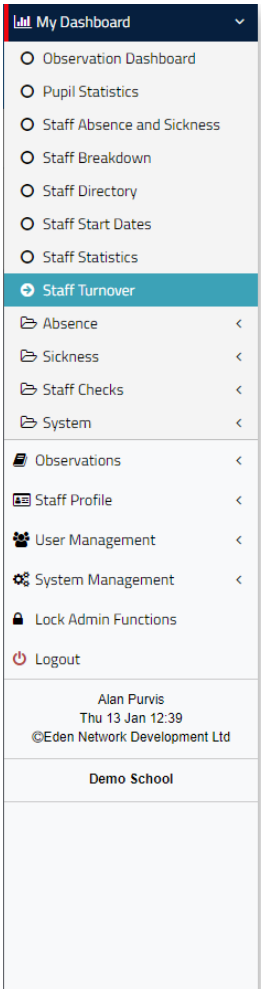


Click on any chart pie slice or bar element to drill down for more details:



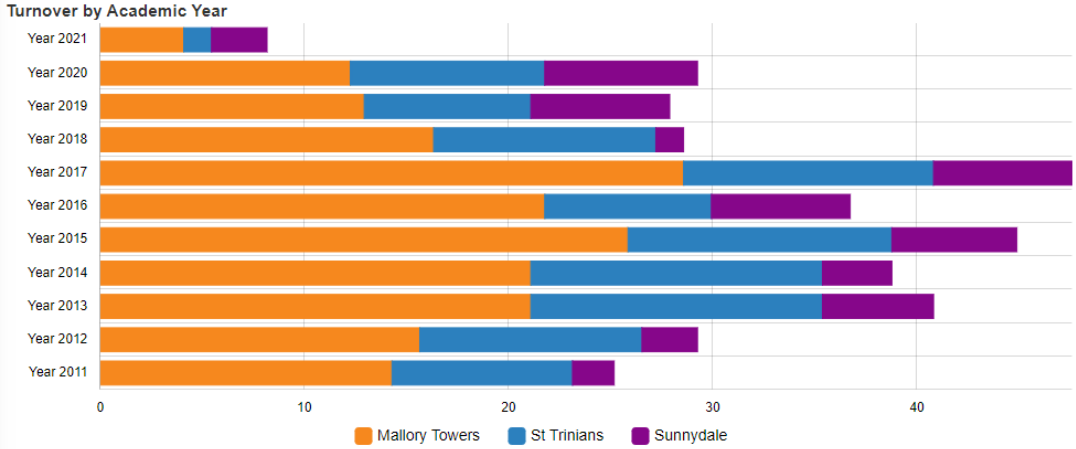
Staff Turnover

Breakdown of the number of staff leaving the organisation over the past 10 years and a breakdown by month for the last rolling 12 months by number and FTE:



Staff Turnover

Turnover by Academic Year



Turnover by Headcount (Rolling 12 months)

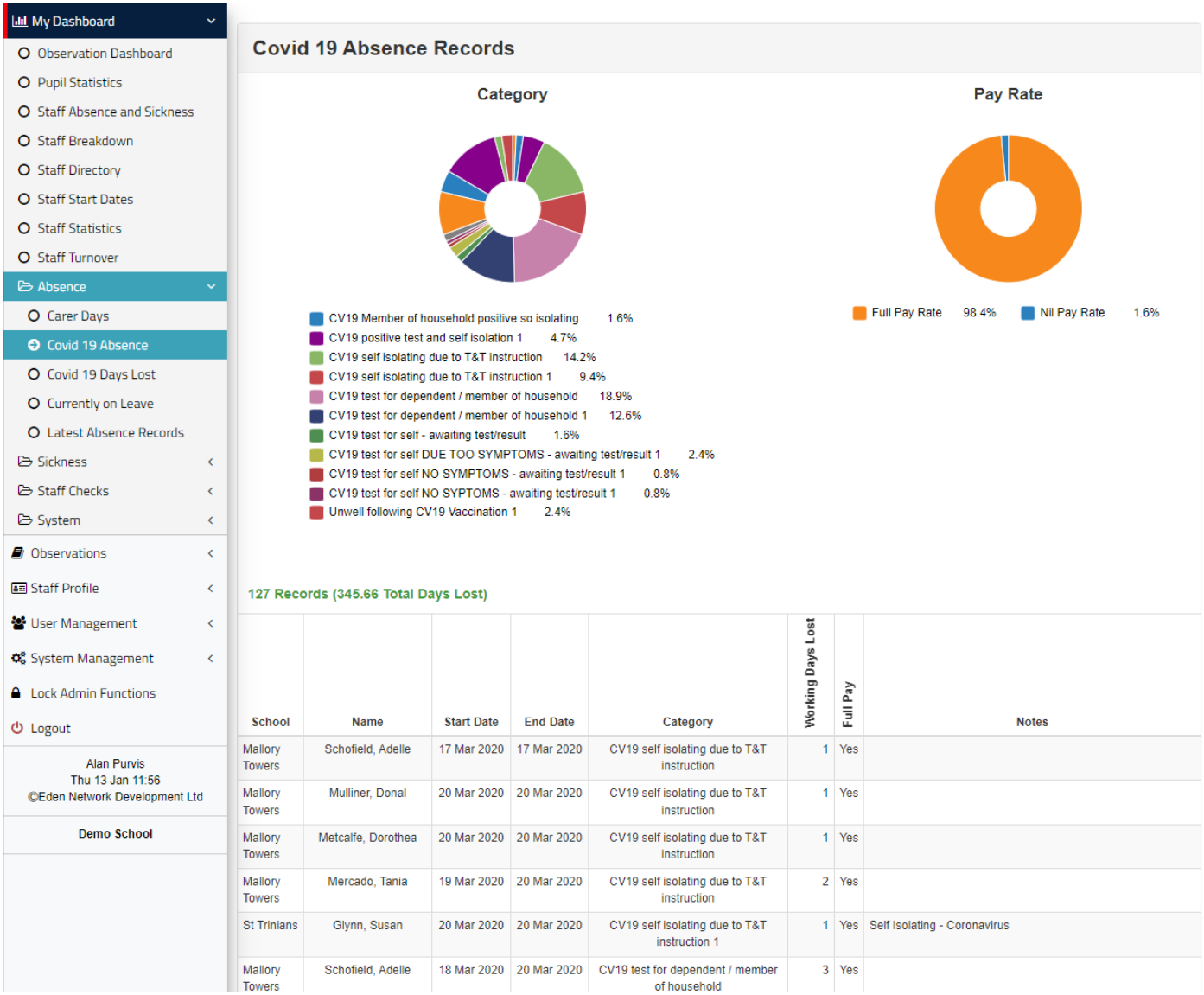
School	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Mallory Towers	4	0	1	0	1	0	9	1	0	2	2	1	21
Sunnydale	2	0	1	0	0	0	3	0	0	2	2	0	10
St Trinians	0	2	1	3	0	0	3	1	1	0	0	0	11

Turnover by FTE (Rolling 12 months)

School	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Mallory Towers	1.01		0.42		0.88		6.93	0.88		0.67	1.69	0.5	12.97
Sunnydale	1.65		0.7				1.2			1.23	1.23		6.02
St Trinians		0.64	0.88	2.19			2.24	0.81	0.15				6.92

Absence Reports

The system has a number of absence reports but many more can be created based on your own requirements. The example below visualises and details absence for CV19 reasons:

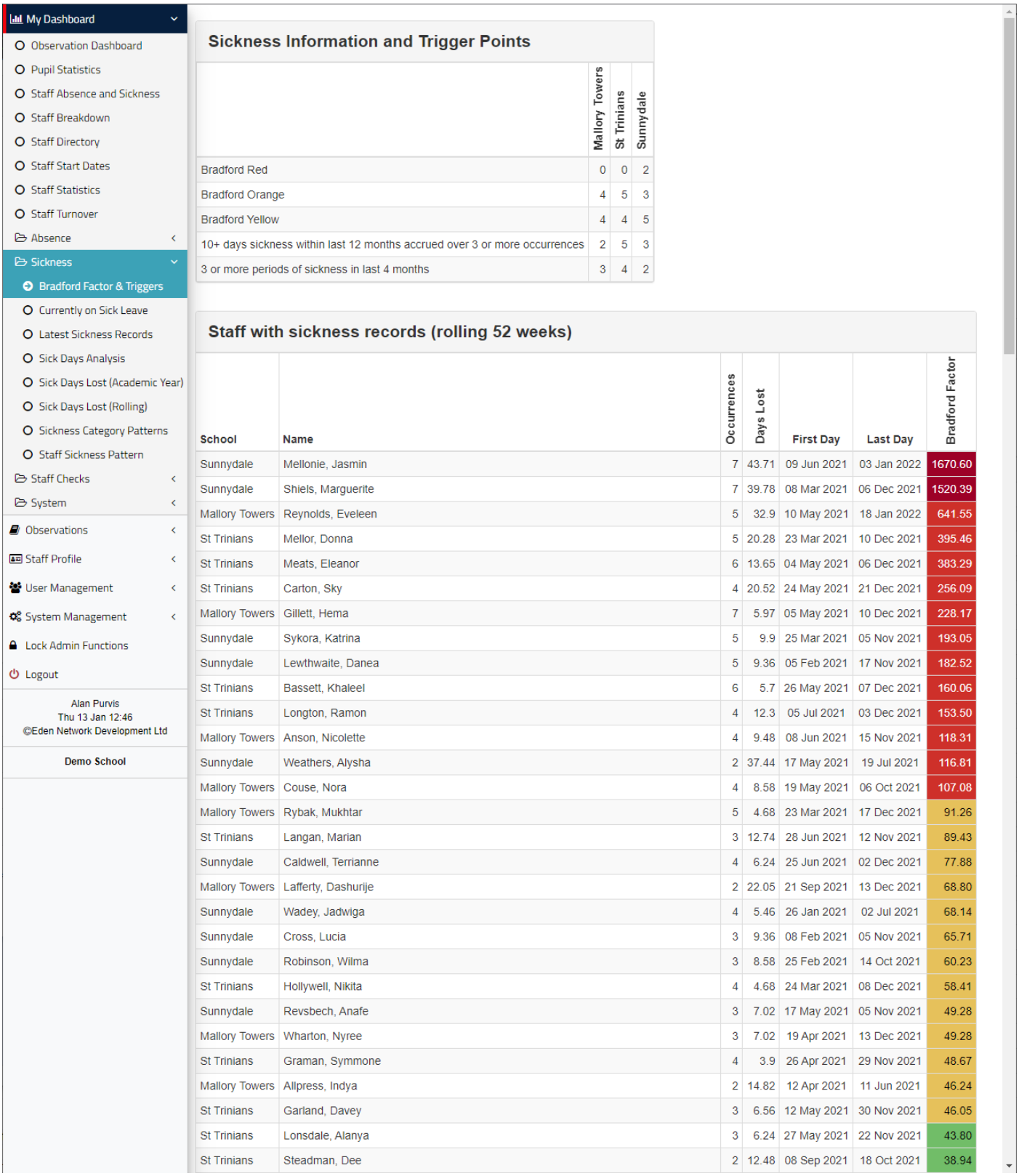


School	Name	Start Date	End Date	Category	Working Days Lost	Full Pay	Notes
Mallory Towers	Schofield, Adelle	17 Mar 2020	17 Mar 2020	CV19 self isolating due to T&T instruction	1	Yes	
Mallory Towers	Mulliner, Donal	20 Mar 2020	20 Mar 2020	CV19 self isolating due to T&T instruction	1	Yes	
Mallory Towers	Metcalfe, Dorothea	20 Mar 2020	20 Mar 2020	CV19 self isolating due to T&T instruction	1	Yes	
Mallory Towers	Mercado, Tania	19 Mar 2020	20 Mar 2020	CV19 self isolating due to T&T instruction	2	Yes	
St Trinians	Glynn, Susan	20 Mar 2020	20 Mar 2020	CV19 self isolating due to T&T instruction 1	1	Yes	Self Isolating - Coronavirus
Mallory Towers	Schofield, Adelle	18 Mar 2020	20 Mar 2020	CV19 test for dependent / member of household	3	Yes	

Sickness Reports

The system has a number of sickness reports but many more can be created based on your own requirements.

Bradford Factor:



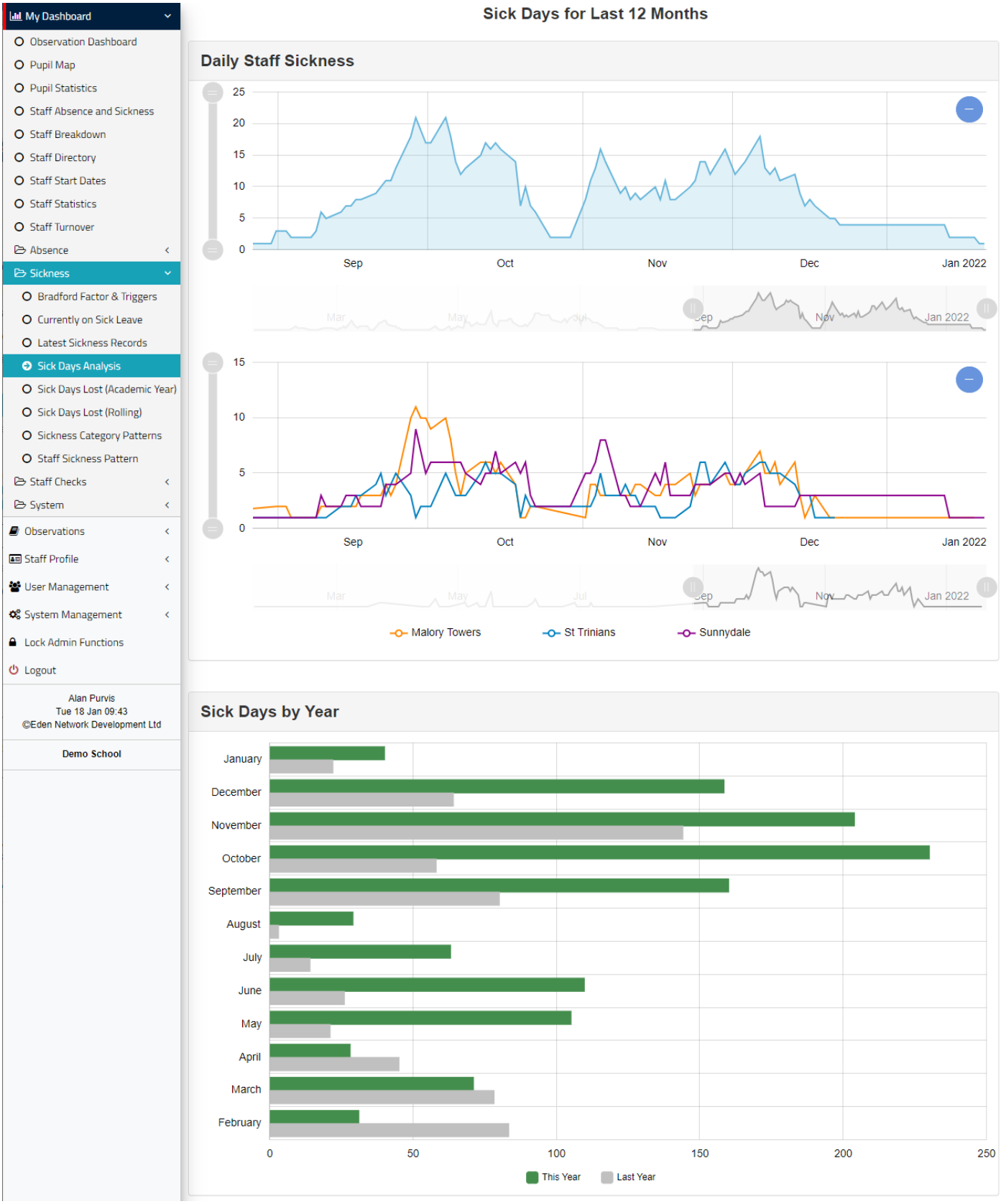
Sickness Information and Trigger Points

	Mallory Towers	St Trinians	Sunnydale
Bradford Red	0	0	2
Bradford Orange	4	5	3
Bradford Yellow	4	4	5
10+ days sickness within last 12 months accrued over 3 or more occurrences	2	5	3
3 or more periods of sickness in last 4 months	3	4	2

Staff with sickness records (rolling 52 weeks)

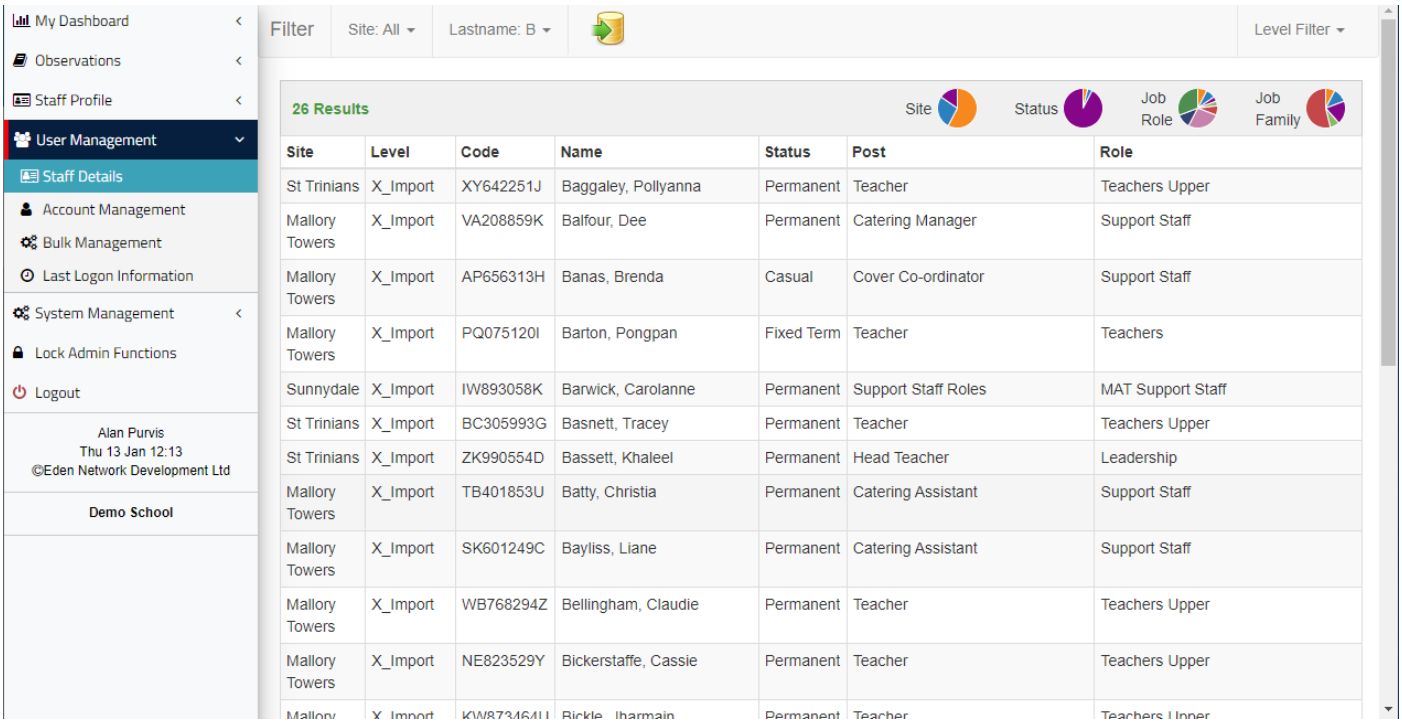
School	Name	Occurrences	Days Lost	First Day	Last Day	Bradford Factor
Sunnydale	Mellonie, Jasmin	7	43.71	09 Jun 2021	03 Jan 2022	1670.60
Sunnydale	Shiels, Marguerite	7	39.78	08 Mar 2021	06 Dec 2021	1520.39
Mallory Towers	Reynolds, Eveleen	5	32.9	10 May 2021	18 Jan 2022	641.55
St Trinians	Mellor, Donna	5	20.28	23 Mar 2021	10 Dec 2021	395.46
St Trinians	Meats, Eleanor	6	13.65	04 May 2021	06 Dec 2021	383.29
St Trinians	Carton, Sky	4	20.52	24 May 2021	21 Dec 2021	256.09
Mallory Towers	Gillett, Hema	7	5.97	05 May 2021	10 Dec 2021	228.17
Sunnydale	Sykora, Katrina	5	9.9	25 Mar 2021	05 Nov 2021	193.05
Sunnydale	Lewthwaite, Danea	5	9.36	05 Feb 2021	17 Nov 2021	182.52
St Trinians	Bassett, Khaleel	6	5.7	26 May 2021	07 Dec 2021	160.06
St Trinians	Longton, Ramon	4	12.3	05 Jul 2021	03 Dec 2021	153.50
Mallory Towers	Anson, Nicolette	4	9.48	08 Jun 2021	15 Nov 2021	118.31
Sunnydale	Weathers, Alysha	2	37.44	17 May 2021	19 Jul 2021	116.81
Mallory Towers	Couse, Nora	4	8.58	19 May 2021	06 Oct 2021	107.08
Mallory Towers	Rybak, Mukhtar	5	4.68	23 Mar 2021	17 Dec 2021	91.26
St Trinians	Langan, Marian	3	12.74	28 Jun 2021	12 Nov 2021	89.43
Sunnydale	Caldwell, Terrianne	4	6.24	25 Jun 2021	02 Dec 2021	77.88
Mallory Towers	Lafferty, Dashurije	2	22.05	21 Sep 2021	13 Dec 2021	68.80
Sunnydale	Wadey, Jadwiga	4	5.46	26 Jan 2021	02 Jul 2021	68.14
Sunnydale	Cross, Lucia	3	9.36	08 Feb 2021	05 Nov 2021	65.71
Sunnydale	Robinson, Wilma	3	8.58	25 Feb 2021	14 Oct 2021	60.23
St Trinians	Hollywell, Nikita	4	4.68	24 Mar 2021	08 Dec 2021	58.41
Sunnydale	Revsbech, Anafe	3	7.02	17 May 2021	05 Nov 2021	49.28
Mallory Towers	Wharton, Nyree	3	7.02	19 Apr 2021	13 Dec 2021	49.28
St Trinians	Graman, Symmone	4	3.9	26 Apr 2021	29 Nov 2021	48.67
Mallory Towers	Allpress, Indya	2	14.82	12 Apr 2021	11 Jun 2021	46.24
St Trinians	Garland, Davey	3	6.56	12 May 2021	30 Nov 2021	46.05
St Trinians	Lonsdale, Alanya	3	6.24	27 May 2021	22 Nov 2021	43.80
St Trinians	Steadman, Dee	2	12.48	08 Sep 2021	18 Oct 2021	38.94

Sick Days Analysis (Rolling 12 Months)



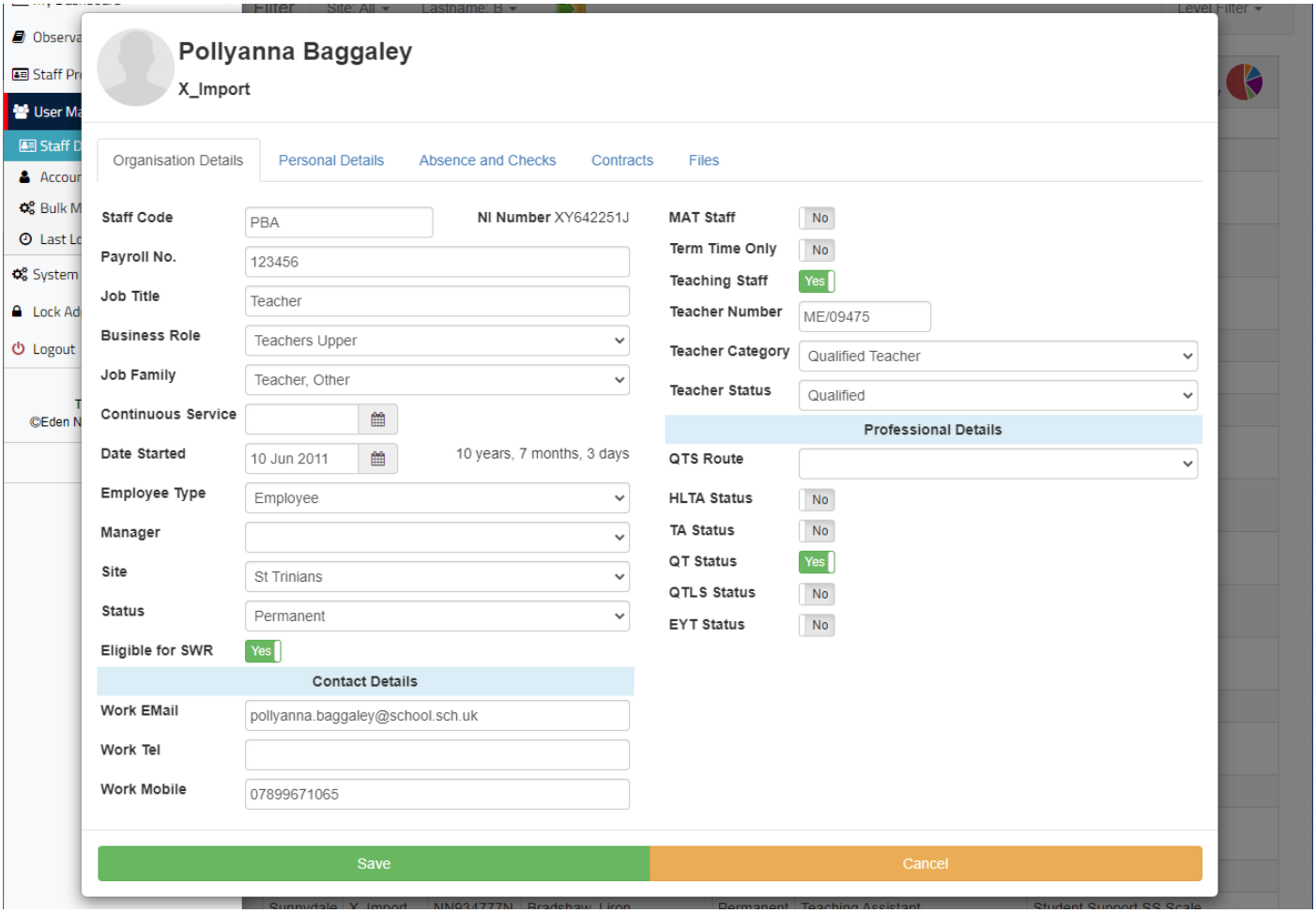
Staff Records

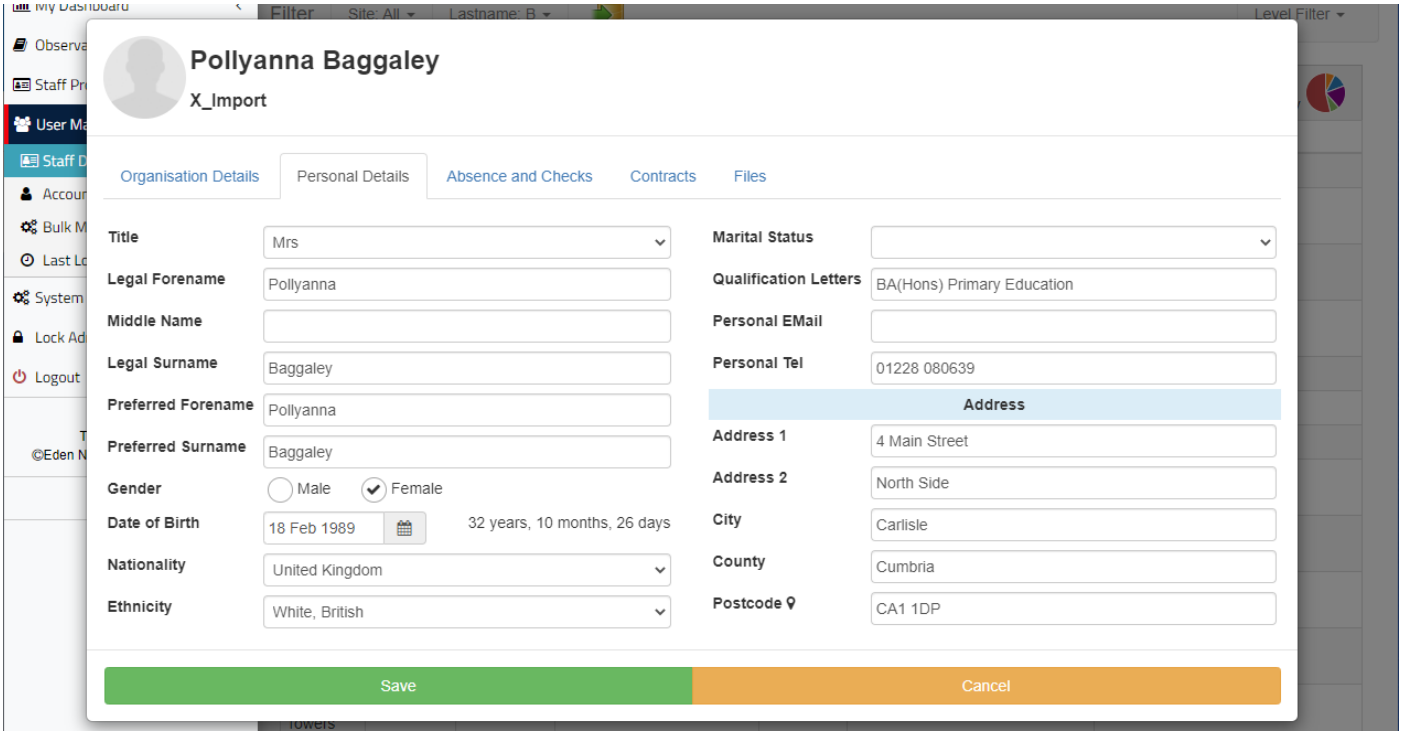
All staff record details are imported from SIMS and can be viewed and maintained within the system:

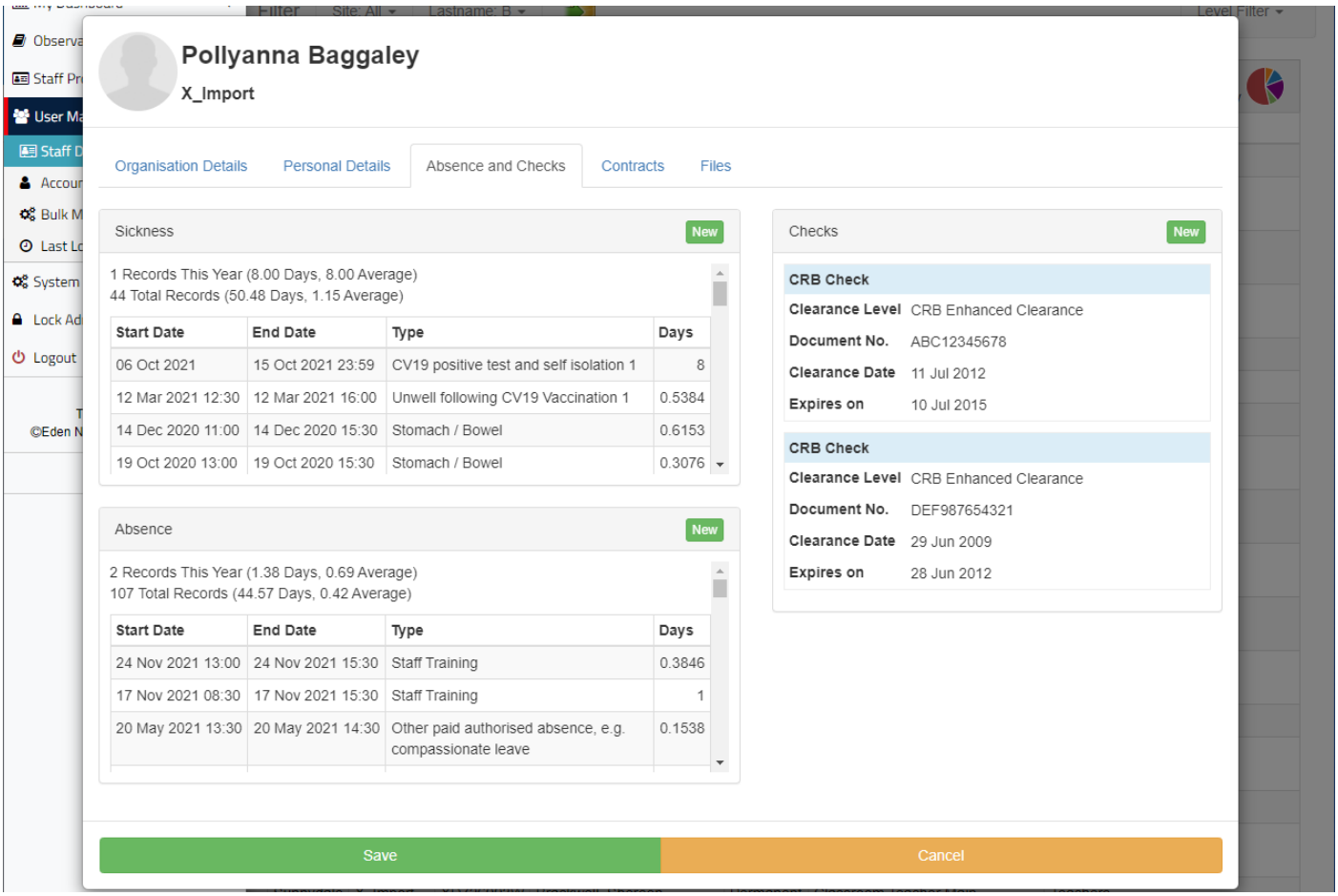


Site	Level	Code	Name	Status	Post	Role
St Trinians	X_Import	XY642251J	Baggaley, Pollyanna	Permanent	Teacher	Teachers Upper
Mallory Towers	X_Import	VA208859K	Balfour, Dee	Permanent	Catering Manager	Support Staff
Mallory Towers	X_Import	AP656313H	Banas, Brenda	Casual	Cover Co-ordinator	Support Staff
Mallory Towers	X_Import	PQ075120I	Barton, Pongpan	Fixed Term	Teacher	Teachers
Sunnydale	X_Import	IW893058K	Barwick, Carolanne	Permanent	Support Staff Roles	MAT Support Staff
St Trinians	X_Import	BC305993G	Basnett, Tracey	Permanent	Teacher	Teachers Upper
St Trinians	X_Import	ZK990554D	Bassett, Khaleel	Permanent	Head Teacher	Leadership
Mallory Towers	X_Import	TB401853U	Batty, Christia	Permanent	Catering Assistant	Support Staff
Mallory Towers	X_Import	SK601249C	Bayliss, Liane	Permanent	Catering Assistant	Support Staff
Mallory Towers	X_Import	WB768294Z	Bellingham, Claudie	Permanent	Teacher	Teachers Upper
Mallory Towers	X_Import	NE823529Y	Bickerstaffe, Cassie	Permanent	Teacher	Teachers Upper

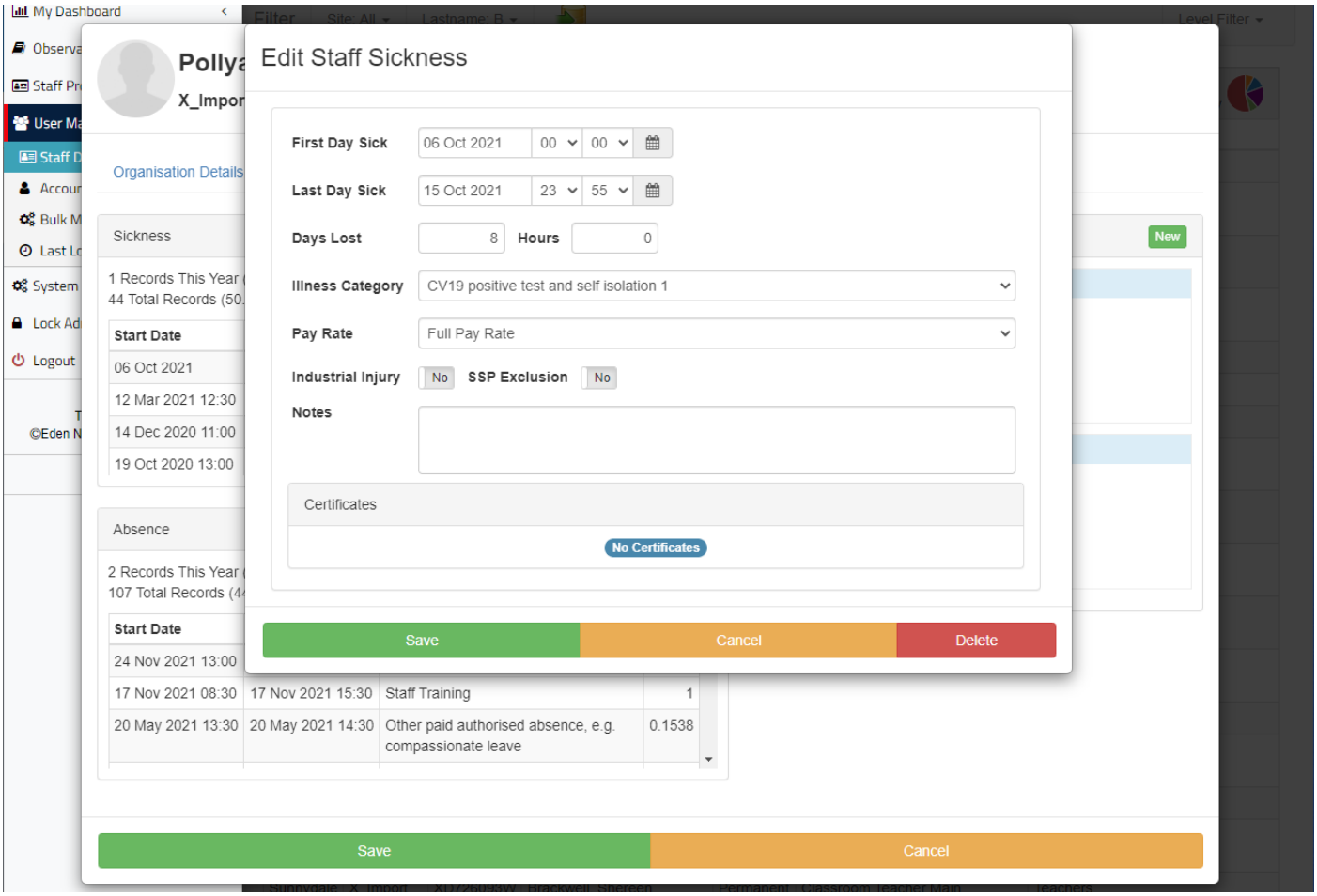
Clicking on a member of staff opens their record which is displayed over a number of tabs:



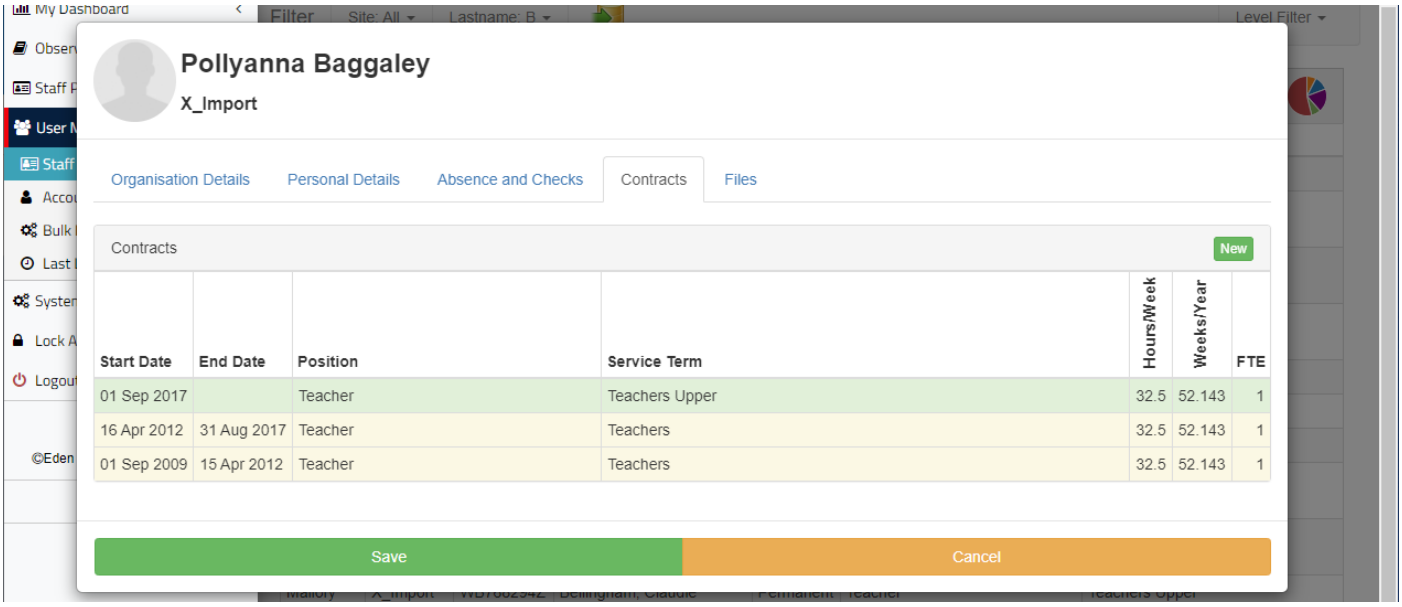

Pollyanna Baggaley
X_Import
Organisation Details
Personal Details
Absence and Checks
Contracts
Files
Title
Mrs
Legal Forename
Pollyanna
Middle Name
Legal Surname
Baggaley
Preferred Forename
Pollyanna
Preferred Surname
Baggaley
Gender
Male
Female
Date of Birth
18 Feb 1989
32 years, 10 months, 26 days
Nationality
United Kingdom
Ethnicity
White, British
Marital Status
Qualification Letters
BA(Hons) Primary Education
Personal EMail
Personal Tel
01228 080639
Address
Address 1
4 Main Street
Address 2
North Side
City
Carlisle
County
Cumbria
Postcode
CA1 1DP
Save
Cancel

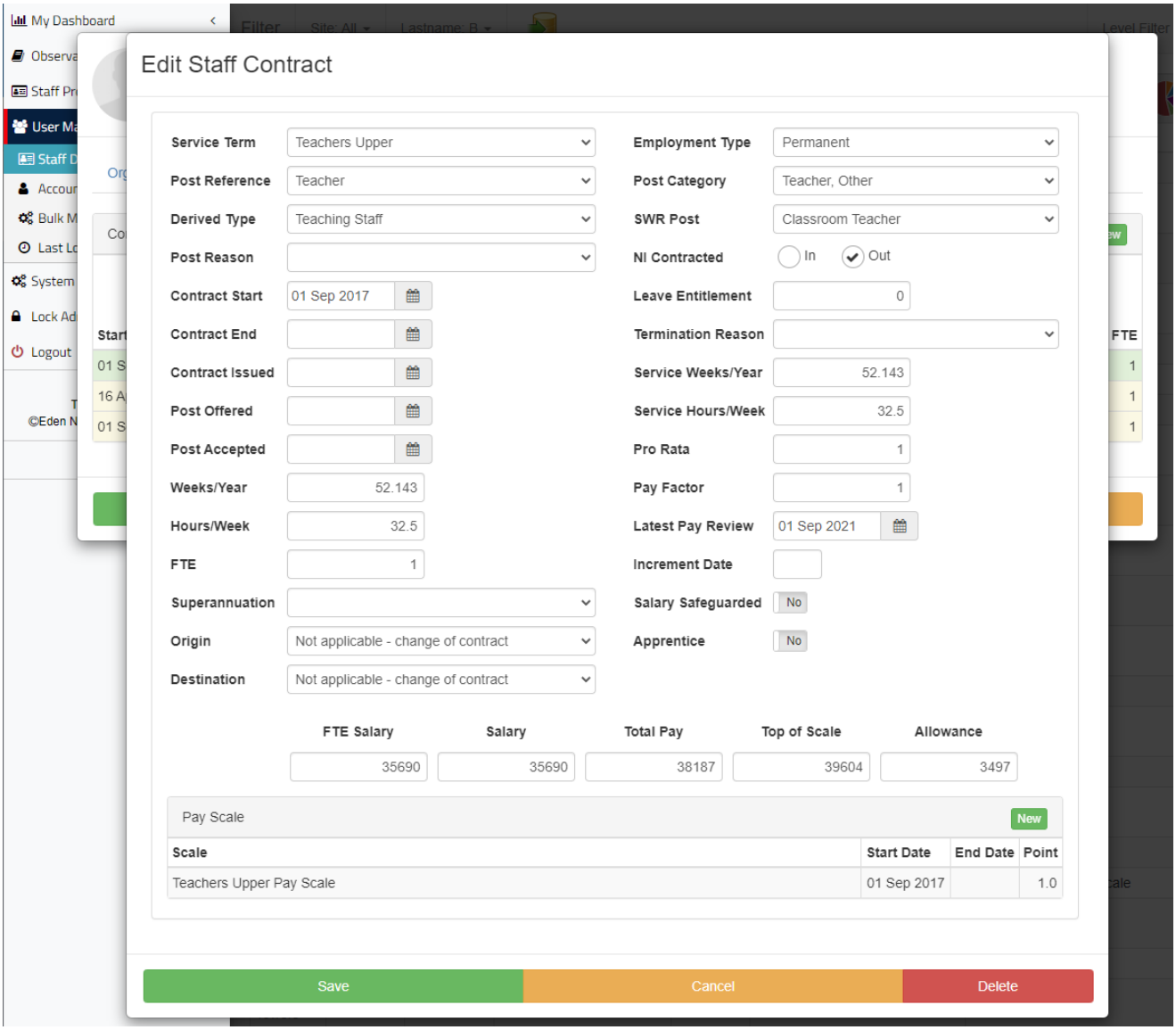

Pollyanna Baggaley
X_Import
Organisation Details
Personal Details
Absence and Checks
Contracts
Files
Sickness
New
1 Records This Year (8.00 Days, 8.00 Average)
44 Total Records (50.48 Days, 1.15 Average)
Start Date
End Date
Type
Days
06 Oct 2021
15 Oct 2021 23:59
CV19 positive test and self isolation 1
8
12 Mar 2021 12:30
12 Mar 2021 16:00
Unwell following CV19 Vaccination 1
0.5384
14 Dec 2020 11:00
14 Dec 2020 15:30
Stomach / Bowel
0.6153
19 Oct 2020 13:00
19 Oct 2020 15:30
Stomach / Bowel
0.3076
Absence
New
2 Records This Year (1.38 Days, 0.69 Average)
107 Total Records (44.57 Days, 0.42 Average)
Start Date
End Date
Type
Days
24 Nov 2021 13:00
24 Nov 2021 15:30
Staff Training
0.3846
17 Nov 2021 08:30
17 Nov 2021 15:30
Staff Training
1
20 May 2021 13:30
20 May 2021 14:30
Other paid authorised absence, e.g. compassionate leave
0.1538
Checks
New
CRB Check
Clearance Level
CRB Enhanced Clearance
Document No.
ABC12345678
Clearance Date
11 Jul 2012
Expires on
10 Jul 2015
CRB Check
Clearance Level
CRB Enhanced Clearance
Document No.
DEF987654321
Clearance Date
29 Jun 2009
Expires on
28 Jun 2012
Save
Cancel

Absence and Check records can be drilled into by clicking on a specific item:



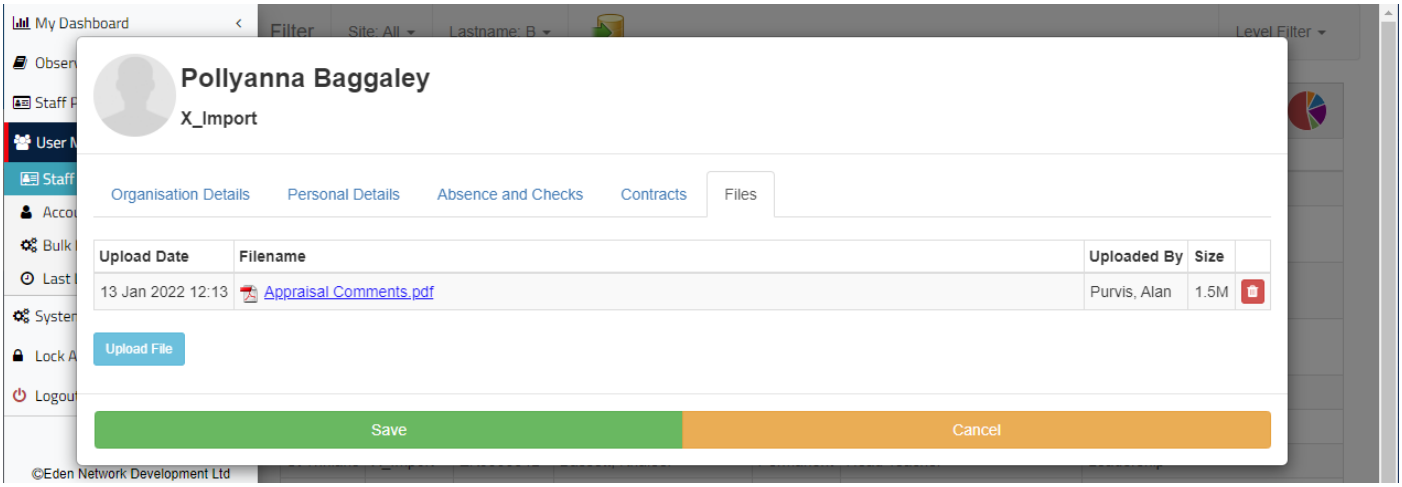
Contract records are listed and can be drilled into for further details:

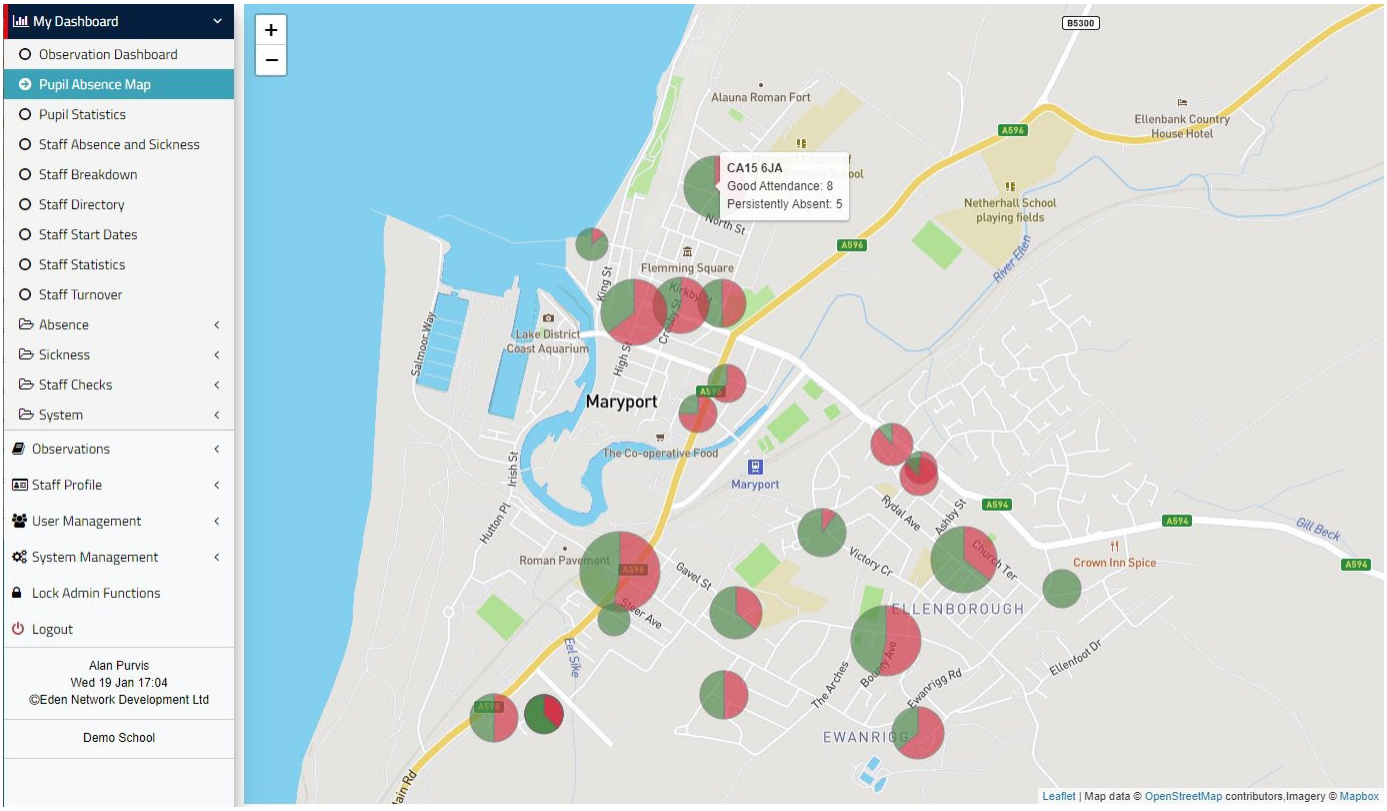




File Management

This section allows for file uploads specific to the member of staff:



Pupil Absence by Location

This report groups pupils by postcode area and whether they are persistently absent or not. Pupils are deemed persistently absent if their annual attendance is 90% or lower.