



CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to A Level or equivalent	<ul style="list-style-type: none">• Educated to degree level• Administrative qualification• First Aid qualification
EXPERIENCE	<ul style="list-style-type: none">• Experience of managing a Management of Information System (MIS)• Experience of working with databases, Excel and data manipulation• Experience of custom report writing• Experienced administrator• Experience of dealing with people in a client facing environment	<ul style="list-style-type: none">• Experience of supporting staff in analysing and presenting data• Experience of working a school environment
KNOWLEDGE and UNDERSTANDING	<ul style="list-style-type: none">• Knowledge of iSAMS and its application in schools• Knowledge of data security and data protection• Understanding the service ethic• A logical approach to work and problem solving	<ul style="list-style-type: none">• Advanced knowledge of iSAMS• Knowledge of My School Portal, SchoolPost SchoolCloud, SOCS, Firefly, GL Assessment, ClassLink and Wonde• Knowledge of SQL Server Reporting Services (SSRS)• Knowledge of PowerBI• An awareness of safeguarding children
SKILLS AND APTITUDES, COMMUNICATION	<ul style="list-style-type: none">• Excellent IT skills including Excel and databases• Excellent attention to details with an ability to problem solve• Ability to import and export data between a variety of platforms• Strong customer service, care and support• Excellent time management and organisational skills• Clear, professional and effective verbal and written communication skills	
DISPOSITION	<ul style="list-style-type: none">• Good team player with a positive attitude• A flexible, calm and committed approach• Ability to grasp and implement new concepts and technologies quickly• Ability to manage competing priorities and multi-task when necessary• Discretion and the ability to maintain confidentiality on all matters• A flexible approach to the tasks within the role and the requirements of the School	<ul style="list-style-type: none">• Inquisitive, collaborative and thorough• A wiliness to learn and adapt and ready to embrace new change initiatives