**Person Specification**

**Permanent – Management Information Services Manager**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSED BY** |
| **QUALIFCATIONS AND ATTAINMENTS** |
| English & Maths GCSE (or equivalent)  | √ |  | Application form and certificates |
| IT qualification at level 3 | √ |  | Application form and certificates |
| Degree or equivalent in an information systems or relevant subject |  | √ | Application form and certificates |
| DBS - Enhanced Disclosure | √ |  | Appointment |
| **TRAINING, EXPERIENCE AND KNOWLEDGE** |
| High level of competence in the use of MIS software within a school or college environment  | √ |  | Application Form and interview |
| Experience of delivery of MIS functions |  | √ | Application Form and interview |
| Experience of using the Capita Unit-e MIS platform  |  | √ | Application Form and interview |
| Experience of administering and operating using ProMonitor/ProPortal software |  | √ | Application Form and interview |
| Excellent data analysis skills in order to write reports & disseminate data and information  | √ |  | Application Form and interview |
| Detailed knowledge of current ESFA funding rules and methodologies  | √ |  | Application Form and interview |
| Working knowledge of SQL, SRSS | √ |  | Application Form and interview |
| Experience of student progress reporting  | √ |  | Application Form and interview |
| Experience of developing web based and client based applications against relational databases  | √ |  | Application Form and interview |
| Willingness to undertake CPD including health & safety training | √ |  | Application Form and interview |

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| **PERSONAL SKILLS AND ATTRIBUTES** |
| Possess excellent verbal and written communication skills  | √ |  | Application form and interview |
| Display initiative, positive and enthusiastic | √ |  | Application form and interview |
| Calm, with the ability to work under pressure | √ |  | Application form and interview |
| Organised and efficient administrative skills  | √ |  | Application form and interview |
| Effective team member  | √ |  | Application form and interview |
| An ability to meet deadlines | √ |  | Application form and interview |
| Ability to prioritise, organise and coordinate workload and that of others  | √ |  | Application form and interview |
| Willingness to work flexibly and as required  | √ |  | Application form and interview |
| A clear commitment to the principles and practices of equality and diversity and the safeguarding of children | √ |  | Application form and interview |

*It will be helpful if you address these criteria in your application*