

Person Specification

Post of: SIMS Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 or equivalent, or appropriate up to date training to a similar level. • Maths & English grade C and above. 	<ul style="list-style-type: none"> • First Aid Qualification
Work or relevant experience	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of working with data and reporting information to a variety of audiences. • Experience of working with and reporting off SIMS system. • Experience of and understanding of scheduling timetables effectively using the timetabling model on SIMS – NOVA T6. • Experience of working with procedures that govern school data. 	
Knowledge and understanding	<ul style="list-style-type: none"> • Internal and external examinations processes and protocols. • Ofsted data requirements and framework for data reporting • Data Protection legislation • Confidentiality • Equality 	<ul style="list-style-type: none"> • Working knowledge of other relevant policies / codes of practice
Skills and abilities (relevant to post)	<ul style="list-style-type: none"> • Effective use of ICT – including advanced use of Excel / relational databases and MS Office • Excellent interpersonal skills • Good organisational skills • Ability to work collaboratively • Effective time management, organisational skills • The ability to support colleagues • The ability to work independently without supervision 	

	<ul style="list-style-type: none"> • The ability to establish and develop positive relationships throughout the school 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults • Ability to work well as part of a team • Flexibility and reliability • Able to work on own initiative • Able to deal with pressurised situations in a calm and caring way • Ability to organise own work • The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others • The ability to be flexible, positive, dedicated and trustworthy • Interest in own personal development and willingness to undertake further training deemed appropriate by the school 	