| Attributes |
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## Essential Qualifications & Experience

- Degree-level qualification or equivalent experience.

- Significant experience of working with **school MIS systems**, preferred **Bromcom / Arbor**.

- Proven experience setting up and managing **assessment marksheets and reporting cycles**.

- Experience using **school performance software** such as **SMID, SISRA or equivalent**.

- Strong understanding of **performance measures** and secondary school accountability.

- Experience producing and managing **mail merge reports** using Microsoft Word.

- Advanced skills in **Microsoft Excel** or **Google Sheets**.

- Experience working with large datasets and maintaining data integrity.

## Essential Skills & Knowledge

- Excellent attention to detail and commitment to data accuracy.

- Strong analytical and problem-solving skills.

- Ability to manipulate and present data in multiple formats for different audiences.

- Confidence working independently and managing complex workloads to deadlines.

- Ability to communicate technical data clearly to non-technical staff.

- Good understanding of assessment terminology (MEG, ATL, targets, predictions).

## Desirable Skills & Experience

- Experience using **Microsoft Access** and writing or adapting queries.

- Some experience with **SQL**, **PowerShell, Java Script** or **Google Apps Script**.

- Knowledge of **FFT** data imports and target setting processes.

- Experience working in a **secondary school with a sixth form**.

- Familiarity with data integration across multiple systems.

- Experience supporting exams administration data processes.

## Personal Attributes

- Highly organised and methodical.

- Proactive, with a solutions-focused approach.

- Able to work collaboratively with teaching and support staff.

- Discreet and professional when handling sensitive data.

- Willingness to learn and adapt to changing statutory and school requirements.

**DATE – JANUARY 2026**