

## **PERSON SPECIFICATION - MIS Manager**

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Qualifications	GCSE level A*-C in English and Mathematics  Highly trained in the use of SIMS	A level or equivalent qualification in Mathematics/Statistics	Application
Experience	Sound working knowledge of SIMS  Solid experience in a data management role  Previous experience of data analysis and reporting from large databases	Theoretical or practical experience of scheduling/maintaining school timetables  Previous school based experience	Application
Skills	High level of skill in the use of spreadsheets (Excel), word processing (Word) and database management  Be able to manage, interpret and present data in a user friendly way for a range of audiences and requirements  Strong analytical skills  The ability to manage and develop a team  To communicate effectively, verbally and in writing  To be able to prioritise own workload and that of the team	Practical experience of administering 4Matrix and SISRA Observe	Application, Test and interview
Knowledge and Understanding	Educational performance indicators and systems required to achieve them  National assessment data (RAISE online etc.)	Knowledge of 4Matrix/SISRA Observe/FFT/Nova T6	Application and interview
Personal Attributes	Ability to work effectively as part of a team  To be able to deal with conflicting priorities and to develop solutions to problems arising  To be able to work under pressure and to meet tight deadlines		Application, interview and references

	<p>To be able to develop positive relationships with internal and external partners</p> <p>To be flexible, adaptable, approachable and proactive</p> <p>To be able to use initiative and make decisions, without close supervision</p> <p>To be able to drive forward change</p> <p>To be self reflective</p>		
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