PERSON SPECIFICATION – MIS Officer

MANCHESTER HEALTH ACADEMY
Learning for a healthy future

Person Specification	Essential	Desirable	Assessment
Qualifications	Good standard of education to GCSE level (or equivalent) or above.		Application
Experience	Sound working knowledge of SIMS Experience in a data management role Previous experience of data analysis and reporting from large databases Experience of producing accurate data for reporting and assessment	Knowledge of school based procedures including admissions, exclusions and examination procedures Knowledge of assessment reporting	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 To communicate effectively, verbally and in writing To be able to prioritise own workload Ability to handle sensitive and confidential information Ability to safeguard the wellbeing of students		Application, Test and interview
Knowledge and Understanding	Educational performance indicators and systems required to achieve them	Knowledge of SISRA Observe/4Matrix National assessment data (RAISE online etc.)	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

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

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