

## **PERSON SPECIFICATION - MIS Manager**

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

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|  | <p>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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