

Person Specification

Post: MIS Manager

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Grade C or above in GCSE English and mathematics • Level 3 qualification 	<ul style="list-style-type: none"> • A higher education degree 	<ul style="list-style-type: none"> • Application • Certification
Experience	<ul style="list-style-type: none"> • Values driven • Working in a similar role • Use of data management system/s e.g. SIMS / BROMCOM 	<ul style="list-style-type: none"> • Working in an inner-city area of high deprivation • Working in an educational setting • Use of L3VA, ALPs or ALIS • CEDAR 	<ul style="list-style-type: none"> • Application • Interview • References
Knowledge and skills	<ul style="list-style-type: none"> • Microsoft Office, especially Excel and Word • Analytical thinker • Efficient administrator • Work to strict in-school and Department for Education rules and deadlines • Maintain high level of accuracy • Work effectively with multiple stakeholders both internally and externally • Maintain confidentiality at all times • Commitment to safeguarding 	<ul style="list-style-type: none"> • Understanding of what makes a Dixons academy different and successful • Coding skills 	<ul style="list-style-type: none"> • Application • Interview • References
Character	<ul style="list-style-type: none"> • Strong moral purpose and drive for improvement • Mission-aligned • Humble and kind • Motivated, enthusiastic and flexible • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy 		<ul style="list-style-type: none"> • Application • Interview • References