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**PERSON SPECIFICATION**

**Information Manager**

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| **Qualifications** | **Essential or Desirable** | **How measured?****Application/ Interview** |
| Excellent standard of literacy and numeracy | **E** | **A/I** |
| Experience of working in a school | **E** | **A** |
| A willingness to take part in development and training, both as a member of a team and as an individual | **E** | **I** |
| **Skills and Experience** |  |  |
| Excellent IT skills | **E** | **A/I** |
| Excellent analytical skills | **E** | **A/I** |
| Excellent communication skills | **E** | **A/I** |
| Knowledge of statistical methodologies and report design | **D** | **A** |
| Methodical approach and ability to resolve complex problems | **E** | **A/I** |
| A willingness to be flexible and adaptable, according to the priorities of the school at any time | **E** | **I** |
| Ability to take on new challenges | **E** | **A** |
| Ability to capture, analyse and extract accurate, clear and relevant information | **E** | **A/I** |
| Ability to reproduce this information in a variety of ways for a range of uses and users | **E** | **I** |
| Ability to start work at 7:00 am, when required and possibly at short notice | **E** | **I** |
| Excellent organisational skills with an eye for detail | **E** | **A/I** |
| Ability to remain flexible and cope with change  | **E** | **A/I** |
| Experience of working in the education sector | **D** | **A** |
| Some knowledge of timetabling | **D** | **A** |
| Some knowledge of exams management | **D** | **A/I** |
| Excellent knowledge of SIMS | **E** | **A/I** |
| **Personal attributes** |  |  |
| Highly customer-focused, able to relate to a wide variety of stakeholders | **E** | **I** |
| Demonstrates high level of commitment and reliability, coupled with attention to detail | **E** | **A / I** |
| An ability to work constructively within a professional partnership with other staff and students, and to establish good rapport with a range of stakeholders | **E** | **I** |

September 2017