

Employee Specification Form:

Information Manager

**The Mosslands
School**

Personal Attributes				
	Essential		Desirable	
	Attribute	Stage identified	Attribute	Stage identified
Qualifications	<ul style="list-style-type: none"> ▪ GCSE English and Mathematics at grade C or higher ▪ Relevant IT Qualification at Level 3 or above 	<p>A</p> <p>A</p>	<ul style="list-style-type: none"> ▪ Degree / Level 4 qualification in a relevant subject 	<p>A</p>
Experience	<ul style="list-style-type: none"> ▪ Experience of analysing complex data ▪ Experience of producing pupil reports ▪ General school administration procedures ▪ Working with databases ▪ Willingness to attend training to keep up to date with developments 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> ▪ Confidence with a range of MIS modules ▪ Significant experience of using MIS Assessment Management module in a school environment ▪ Experience of school census ▪ Experience of examination processes 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Knowledge and skills	<ul style="list-style-type: none"> ▪ Excellent written and verbal communication skills, including presentation of data ▪ Use of Excel to a very high standard ▪ Organisation of self and others; planning and prioritising ▪ Time-management ▪ Working to tight, strict time schedules ▪ Absolute accuracy and attention to detail 	<p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>	<ul style="list-style-type: none"> ▪ Evidence of further professional development ▪ Knowledge of analytical tools such as, SISRA, FFT, ALPs ▪ Understanding of timetabling and curriculum processes ▪ In depth knowledge of MIS and how the modules work together ▪ Experience working in a school or college examination setting 	<p>A/I</p> <p>A/I/R</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Special requirements	<ul style="list-style-type: none"> ▪ Keen to promote opportunity and achievement for young people through working in secondary education ▪ Ability to work without close supervision ▪ Ability to prioritise work and work to strict timelines ▪ Proactive approach ▪ Interest in own personal development and willingness to undertake further training 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<ul style="list-style-type: none"> ▪ Ability and willingness to train and support others in use of MIS and other programmes 	<p>A/I</p>

(A = Application R = Reference I = Interview)