

## PERSON SPECIFICATION

**POST TITLE: MIS, ASSESSMENT AND CURRICULUM MANAGER**

**GRADE: 9**

			RELEVANT CRITERIA	HOW IDENTIFIED	ESSENTIAL/ DESIRABLE
1.	<b>Education and Qualification</b>	1.1	Educated to degree level	Application Form / Certificates	A
		1.2	Relevant data related ICT qualification	Application Form / Certificates	B
		1.3	ICT qualification related to timetabling (e.g. NOVA T)	Application Form / Certificates	C
2.	<b>Experience</b>	2.1	Experience of Academy/School Management Information Systems	Application Form/ Interview/ References	B
		2.2	Experience of managing a team	Application Form/ Interview / References	B
		2.3	Experience of MS Office products, Excel, Access databases	Application Form/Selection Process/References	A
3.	<b>Knowledge and Statutory Requirements</b>	3.1	Knowledge and commitment to safeguarding and promoting the health, safety and welfare of young people	Application Form/Interview	A
		3.2	Substantial knowledge and understanding of the statutory requirements in relation to Data Protection	Application Form/Interview	A
		3.3	Considerable knowledge of ICT systems /databases	Application Form/Interview	A
		3.4	Knowledge of Secondary curriculum	Application Form/Interview	B

4.	<b>Skills and Abilities</b>	4.1	Excellent time management and problem solving skills	Application Form/Interview	A
		4.2	Ability to develop strategies, analysing and interpreting the requirements of the curriculum	Application Form/Interview	A
		4.3	The jobholder is required to be able to analyse and interpret varied and highly complex information or situations to produce solutions	Application Form/Interview	A
		4.4	Highly developed interpersonal and communication skills , communicating complex, contentious and confidential information to SLT	Application Form/Interview	A
		4.5	Excellent keyboard skills, including both precision and speed, in order to produce accurate, timely analysis information as well as keep information on all students up-to-date, to support the Academy's achievement	Application Form/Interview	A
		4.6	Ability to work on own initiative and be able to prioritise work of the data team, as well as own work requirements, The jobholder will be able to consult their own line manager for advice and guidance on any serious issues	Application Form/Interview	A
5.	<b>Additional Factors</b>	5.1	A personal commitment to lifelong learning and continuous professional development	Interview	B
		5.2	Commitment to high standards, best value and continuous improvement	Interview	B

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please advise us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.