PERSON SPECIFICATION

MIS/Data Manager

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge • Clear understanding of School Operational Procedures including attendance, assessment, Census, examinations and reporting • Clear understanding of confidentiality and data protection in accessing sensitive and personal data • Good working knowledge of MS-excel, MS-access and MS Office	• Good working knowledge of School Management Systems (MIS) e.g. SIMS, Bromcom, or equivalent • Good working knowledge of MS-SQL Scripting, querying and Reporting Services • Good working knowledge of Java-script and XML.
Experience • Experience of working in a school setting or busy office environment • Relevant (data or examination) experience of working with School MIS packages	• Experience of administrating web-based data systems
Occupational Skills • Good interpersonal skills. • Ability to work both independently and as part of a team. • Able to work collaboratively and to lead collaborative projects (e.g. developing aspects of MIS such as safeguarding/reporting) where appropriate. • Able to confidently provide training and support to others, sharing skills, knowledge and experience to support other colleagues – this will include producing appropriate support materials and face-face support. • Strong organisational and administrative skills.	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
- Excellent time management including ability to work under tight time schedules. - Ability to follow instructions, including complex (multi-stage) briefs and taking responsibility for own work patterns and priorities - Ability to communicate and liaise clearly and effectively across all levels (SLT and non-teaching staff) of the organisation, and with external organisations (NYCC, DfE, etc.) - Capable of developing a good understanding of complex educational developments (Census, Curriculum, and Assessment) and reporting faults. - Able to scrutinise work to ensure accuracy, quality and effective time management - Ability to produce work that is accurate and with an appreciation of the importance of quality assurance. Flexible approach to work and a willingness to undertake a variety of tasks. - Commitment to equal opportunities and safeguarding.	
Qualifications, Education and Training - English and Mathematics at Level 2 (GCSE grade C or above, or equivalent). - Willingness to undertake further training relevant to the post - The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	- IT qualification at level 3 or above. - Relevant degree level or vocational qualification related to IT, Office Environment, data analysis or equivalent. - Evidence of recent, relevant training and CPD.