

Employee Specification Form: The Mosslands School	Information Manager
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Personal Attributes				
	Essential		Desirable	
	Attribute	Stage identified	Attribute	Stage identified
Qualifications	- GCSE English and Mathematics at grade C or higher - Relevant IT Qualification at Level 3 or above	A A	Degree / Level 4 qualification in a relevant subject	A
Experience	- 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	A/I A/I A/I A/I A/I	- 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	A/I A/I A/I A/I A/I
Knowledge and skills	- 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	A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R	- 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	A/I A/I/R A/I A/I A/I
Special requirements	- 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	A/I A/I A/I A/I	Ability and willingness to train and support others in use of MIS and other programmes	A/I

(A = Application R = Reference I = Interview)