**Person Specification**

Data and Management Information Systems Manager

**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

Able to:

* Evidence the ability to manage, develop and maintain MIS
* Demonstrate ability to construct complex data templates which provide accurate and reflective data analysis processes and data capture
* Show ability to use and adapt MIS and ICT packages to promote effective administration, organisation, communication and management
* Evidence advanced and innovative Excel skills
* Evidence thinking and problem solving skills to support with timetable construction
* Research and advise on SIMS to ensure the school is kept up to date with new technologies for your area of responsibility
* Evidence higher education qualification in a subject with a high IT or statistical content, or at least 3 years relevant experience
* Maximise performance through effective prioritisation of work
* Demonstrate an understanding of the role in a school setting
* Work flexibly in response to changing situations and organise teams to respond to change in a productive manner
* Demonstrate a proven track record of developing and maintaining positive working relationships with colleagues and stakeholders, both internal and external.
* Communicate effectively, orally and in writing, with a diverse range of people and able to negotiate and influence others

Experience of:

* Managing variable data sets to a complex level
* Design, and construct templates in Excel using pivot and lookup tables
* Demonstrate competency to create complex formulae and spreadsheets
* Provide analytical responses and reports in a user friendly format
* Evidence a high level of data recording techniques and the subsequent reporting processes
* Manage and lead teams, evaluate approaches and working methods
* Coaching others to enhance their skill level and share best practice in the use of systems and processes
* work under pressure and meet deadlines

**Desirable**

* Demonstrate knowledge of KS3, KS4 and KS5 National Curriculum requirements
* Hold a Degree in a related discipline
* Demonstrate experience and knowledge of examination result tracking and outputs
* Demonstrate recent experience in the use of SIMS software using Nova T, examination and reporting modules
* Demonstrate recent CPD along with impact on personal and organisational developments

Experience of:

* Evidence experience of timetable construction in an educational setting
* Evidence experience of leading MIS within a school setting.
* Positively leadership and line manage staff and their workloads