

**Person Specification – Data, Assessment and MIS support.**

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Smart business-like appearance.</li> <li>• Customer focussed</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general education including minimum GCSE Grade C or equivalent in English and Mathematics.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting and managing SIMS with assessment manager.</li> <li>• Experience of sharing data with key stakeholders</li> <li>• Experience in using Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of PowerBi</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willing to participate fully in all relevant training.</li> </ul>	
<b>Special Knowledge</b>	<p>A sound working knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• Assessment within SIMS</li> <li>• Data analytics to key stakeholders</li> <li>• Census</li> <li>• Examinations including external exams</li> <li>• Creation and running of reports in SIMS</li> </ul>	<ul style="list-style-type: none"> <li>• Training of users in the use of sims</li> <li>• EduLink experience</li> <li>• PowerBi</li> <li>• PowerShell</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work within a team</li> <li>• Able to travel between sites</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Ability to respond to conflicting demands and prioritise work load</li> </ul>	

	<ul style="list-style-type: none"> <li>• Able to operate effectively as part of a team and with minimum supervision.</li> <li>• Able to relate well to staff, students and other users.</li> <li>• Able to work to deadlines.</li> <li>• Self-motivated.</li> <li>• Able to work under pressure</li> <li>• Enthusiastic and willingness to learn and develop new skills</li> <li>• Able to maintain the appropriate professional relationships and boundaries with students.</li> </ul>	
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Analytical and problem solving skills</li> <li>• Good organisational skills</li> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</li> </ul>	
<b>Legal Requirements</b>	<ul style="list-style-type: none"> <li>• Enhanced Disclosure and Barring Service Check.</li> </ul>	