

MIS, Data and Examinations Manager Person Specification

Selection Criteria		
	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to at least GCSE Grade C standard or equivalent in English and Mathematics • Willingness to undertake in on-going training 	<ul style="list-style-type: none"> • Educated to Degree or equivalent qualification
Experience	<ul style="list-style-type: none"> • Experience of working in a busy office environment • Proven database experience with emphasis on reporting, information management, analysing trends and recommending data presentation • Demonstrate a good understanding of Examinations Process and adhering to exam compliance, procedures and codes • High level of competence using the internet, word processing and databases 	<ul style="list-style-type: none"> • Experience of working in an academy or similar establishment • Working knowledge of SIMS software package • Has experience running the Examinations Process and exam compliance • Experience in managing a small team of exam invigilators
Skills and Abilities	<ul style="list-style-type: none"> • Efficient, accurate and excellent attention to detail • Able to work under pressure and to strict timelines • Excellent research skills • Excellent organisational skills • Excellent ICT skills and data input e.g. Word, Excel • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals and visitors/callers 	<ul style="list-style-type: none"> • Working knowledge of SIMS software package • Uses initiative to improve processes • Knowledge of policies, procedures, codes of practice, and awareness of relevant legislation

	<ul style="list-style-type: none"> • Ability to work constructively as part of a team, understanding academy roles and responsibilities • Ability to build and form good relationships with colleagues • Ability to effectively operate a range of ICT equipment and other resources • High standard of numeracy and literacy skills • Ability to absorb and understand a wide range of information 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to show initiative and work under pressure, multi-task and work to strict timeline • Able to work flexibly to support others and respond to unplanned situations • Able to appropriately deal with confidential information • Efficient and meticulous in organisation • Able to follow direction from Line Manager • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection • Recognition of the importance of personal responsibility for Health & Safety • Commitment to the academy's ethos, aims and its whole community 	