

## Person Specification – MIS Officer

### Part A: Application Stage

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

#### Essential

1	High level of skill in the use of spreadsheets, word processing and database management
2	Accurate keyboard skills
3	Be able to manage, interpret and present data in a user friendly way for a range of audiences and requirements
4	Ability to prioritise and meet deadlines
5	Ability to organise own time and workload
6	Strong analytical skills
7	Ability to handle sensitive and confidential information
8	Sound working knowledge of SIMS
9	Experience in a data management role
10	Experience of producing accurate data for reporting and assessment
11	Good standard of education to GCSE level (or equivalent) or above
12	An eye for detail and meticulous quality assurance

#### Desirable

13	Previous experience of working in a school setting
14	Qualified to degree level or equivalent
15	Knowledge of school based procedures

### Part B: Assessment Stage

#### Essential

1	Ability to handle challenging situations in a professional manner
2	Able to deal with conflicting priorities and develop solutions to problems arising
3	Ability to be flexible within ever changing priorities and conflicting demands
4	Willing to develop skills by undertaking further training as required
5	Able to work under pressure and to meet tight deadlines
6	Able to develop positive relationships with internal and external partners
7	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours</li> </ul> attitude to use of authority and maintaining discipline.
8	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

**Desirable**

9	Knowledge of SISRA
10	Understanding of national assessment data (Raise online etc)

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Task	Yes
Lesson Observation	No	Structured discussion with pupils	No

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Barred List Check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)