

PERSON SPECIFICATION – MIS Information Officer

Criteria	Essential	Desirable
Qualifications	A general level of education to NVQ2 or equivalent level of ability gained through a period of relevant experience	
Expertise/ Knowledge	Experience of working with Microsoft access database and excel both at an advanced level.	Experience of working in an educational environment
	Experience of managing a high volume of data in order to identify and resolve data discrepancies.	Understanding of LARS database. Good working knowledge of ProSolution or similar learner database applications.
	Effective written, oral communication and presentation skills	
	Good organisational and time management skills	
	Good numeracy skills	
	Good analytical and investigative skills	
Personal Attributes	Commitment to educational values	
	Commitment to quality	
	A pro-active approach to work and problem solving, and the ability to spot and deal with issues as they occur.	
	High level of personal integrity and confidentiality	
	Helpful with a 'can do' attitude	
	Ability to work effectively as a team member	
	Ability to work flexibly to meet changing needs	
	Commitment to own learning and development	
	Commitment to equality of opportunity	
	Good record of attendance and punctuality	
	Appropriate professional appearance	

It is recognised that many capable people will not have all the experience and qualifications listed above. You are encouraged to apply if you feel that you can demonstrate the potential to contribute to the College's future success.