

**Ashton Sixth Form College**

**Person Specification**

**Post: MIS Developer & Systems Analyst**

**Hours of work: Full time, Full Year**

**Responsible to: MIS Manager**

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| **E: Essential** | **D: Desirable** |

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| **Knowledge & Experience, Skills & Abilities** | **E** | **D** | **Method of Assessment** |
|  **QUALIFICATIONS** |
| 1. Level 3 qualification, such as A levels or BTEC, preferably in a related subject such as IT, Computing etc.
 | ✓ |  | Application |
| 1. Recognised IT qualification.
 | ✓ |  | Application |
| **EXPERIENCE** |
| 1. Advanced Computer Skills
 | ✓ |  | App/Interview/Task |
| 1. Experience working with databases and MIS Systems
 | ✓ |  | App/Interview/Task |
| 1. Knowledge or experience of SQL server reporting services and MS.SQL.
 | ✓ |  | App/Interview/Task |
| 1. Experience of developing and publishing web based systems.
 | ✓ |  | App/Interview/Task |
| 1. Experience or interest in reporting services and providing statistical data.
 |  | ✓ | App/Interview/Task |
| 1. Experience in general administration and providing administrative support.
 |  | ✓ | App/Interview/Task |
| 1. Experience in the use of Power Apps and Microsoft office suite.
 | ✓ |  | Application/Interview |
| 1. An understanding of customer service.
 |  | ✓ | Application/Interview |
|  **SKILLS/ABILITIES** |  |  |  |
| 1. Attention to detail and accuracy when working with large amounts of data.
 | ✓ |  | Interview/Task |
| 1. Excellent communication skills both oral and written.
 | ✓ |  | Interview/Task |
| 1. Excellent interpersonal skills and the ability to communicate clearly and effectively with other members of the organisation.
 | ✓ |  | Application/Interview |
| 1. The ability to work in a confidential and non-discriminatory manner.
 | ✓ |  | Application/Interview  |
| 1. The ability to input data quickly and accurately.
 | ✓ |  | Application/Task |
| 1. Excellent organisational skills.
 | ✓ |  | Application/Interview |
| 1. The ability to prioritise workload effectively, but understand that things can change quickly during the day.
 | ✓ |  | Application/interview |
| 1. A willingness to play a full part within a small, busy team.
 | ✓ |  | Application/interview |
| 1. The ability to work on own initiative and as part of a team.
 | ✓ |  | Application/interview |
| 1. A willingness to learn new skills and undertake training as necessary.
 | ✓ |  | Application/interview |
| 1. Good time-keeping and attendance.
 | ✓ |  | Application/interview |
| **PERSONAL QUALITIES** |  |  |  |
| 1. Friendly and polite.
 | ✓ |  | Interview |
| 1. Calm under pressure.
 | ✓ |  | Interview |
| 1. Ability to be flexible and change as the business requires.
 | ✓ |  | Interview |