

Ashton Sixth Form College

Person Specification



Post: MIS Developer & Systems Analyst

Hours of work: Full time, Full Year

Responsible to: MIS Manager

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