



## **PERSON SPECIFICATION**

### **People Operations & MIS Manager**

| Criteria                  | Essential   | Desirable  | Assessment Method                              |
|---------------------------|---|--|--|
| Experience                | <ul style="list-style-type: none"><li>- Managing HR processes including recruitment and compliance</li><li>- Experience of SIMS or a similar MIS within a school setting</li></ul>  | <ul style="list-style-type: none"><li>- Experience of using the Local Authority IBC system</li><li>- Working in an HR or administrative role within a school or similar setting</li><li>- Coordinating daily lesson cover arrangements</li></ul> | Application form<br>Interview<br>References    |
| Training & Qualifications | <ul style="list-style-type: none"><li>- Educated to minimum GCSE level including English and Maths</li></ul>  | <ul style="list-style-type: none"><li>- HR-related qualification</li><li>- Qualification in office management or administration</li></ul>  | Application form<br>Qualification certificates |
| Skills                    | <ul style="list-style-type: none"><li>- Excellent administration and organisational skills</li><li>- Strong ICT skills including HR and MIS systems</li><li>- Ability to analyse data and produce reports</li><li>- Good communication and interpersonal skills</li></ul> | <ul style="list-style-type: none"><li>- Advanced Excel and data analysis skills</li></ul>  | Application form<br>References                 |
| Personal Qualities        | <ul style="list-style-type: none"><li>- Ability to work on own initiative and under pressure</li><li>- Highly organised and methodical</li><li>- Positive “can do” attitude</li><li>- Flexible and solution-focused approach</li></ul>                                    |  | Application form<br>Interview<br>References    |
| Other                     | <ul style="list-style-type: none"><li>- Willingness to undertake relevant training</li><li>- Commitment to safeguarding and confidentiality</li></ul>   |  | Application form<br>Interview                  |