

Person specification

Job title: SIMS Consultant

<u>Attribute</u>	<u>Essential</u>	<u>Desirable</u>	<u>How Identified</u>
Previous Experience	Experience of training and supporting the following Capita SIMS modules: <ul style="list-style-type: none"> • Attendance / Lesson Monitor • Core modules – STAR 7. • SIMS .net Reporting. • SEN • Behaviour Management 	Experience of training and supporting the following Capita SIMS modules: <ul style="list-style-type: none"> • Assessment Manager. • Performance Analysis. • Exams Organiser. • Fees Billing. • FMS. • Advanced SIMS.net Reporting. • Discover • Course Manager • Nova T-6 Timetable (T6). • Cover 7. • Curriculum Management. • Dinner Money 	Application Form supplemented by interview
Qualifications/ Training	<ul style="list-style-type: none"> • Good standard of education; i.e. 5 GCSEs or equivalent, including English & Maths. • Comprehensive knowledge and experience of business application software including the use of Microsoft Office (Word, PowerPoint, Access, Excel and Outlook) and contact databases. 	<ul style="list-style-type: none"> • Training qualification 	Application Form

Specialist Skills /Aptitudes	<ul style="list-style-type: none"> • Excellent people skills and in particular a confident and pleasant manner. • Ability to communicate persuasively at all levels of the organisation. • Sound knowledge of Government legislation in education. • The ability to work both within a team, independently and to manage own time and workload effectively. • Ability to work under pressure. • Strong organisational and administrative skills. • Drive, energy and commitment to deliver on demanding targets. 	<ul style="list-style-type: none"> • Technical awareness. • Good problem solving skills. 	Application Form supplemented by Interview
Disposition/ Attitudes	<ul style="list-style-type: none"> • Accurate and able to work to deadlines. • Professional, friendly and approachable manner. • Commitment to personal development. • Proactive, self motivated and enthusiastic • Commitment to growing the business. • Diplomatic and sensitive in dealing with enquiries. 	<ul style="list-style-type: none"> • Ability to build and sustain client relationships. • Interest in business development and sales opportunities. 	Interview
Other Criteria	<ul style="list-style-type: none"> • Willingness to undertake a DBS check. • Willingness to travel to various customer sites as required • Evidence and demonstration of the above skills & attributes. 	<ul style="list-style-type: none"> • Flexible in approach to work time and arrangements 	Application Form