# JOB DESCRIPTION

SQL Server Database Administrator

# INTRODUCTION

**OUR VISION**

Careers focussed education inspiring learners to create their future.

**OUR MISSION**

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

**OUR VALUES**

Defining our values:

## EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

### We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

**Waltham Forest College**

Defining our values:

## INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

### We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

**Waltham Forest College**

Defining our values:

## INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

### We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

**Waltham Forest College**

# JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

| Post | SQL Server Database Administrator |
|---|---|
| Department | MIS (Systems and BI) |
| Pay Spine | PO2 |
| Post Reports To | Head of Systems and BI |

**MAIN TASKS:**

SQL Server instance installation, upgrades, and maintenance:

- Install and configure new SQL Server instances.
- Implement SQL server and other third-party system updates & upgrades.

Database backup and recovery management:

- Implement and maintain effective database backup and recovery strategies to minimise data loss and downtime, in coordination with the IT and MIS teams.
- Troubleshoot SQL Server service outages as they occur to maximise system uptime.

Database / server data access and security management:

- Manage end user data access to databases.
- Provision and maintain secure inter server data access via linked servers to enable effective systems integration.
- Develop and implement database security policies and procedures to protect sensitive data.

SQL Server performance tuning and query optimisation:

- Manage and monitor SQL Server databases to ensure optimal performance, availability, and security.
- Troubleshoot application sluggishness and poor performance.
- Perform regular database maintenance tasks, such as index rebuilding, query optimization, and database tuning.
- Proactively identify and resolve database performance issues and bottlenecks.
- Work with developers to optimise existing queries and advise on efficient database/table design, and data type selection.

**OTHER RESPONSIBILITIES:**

- Train, support and develop other staff within the college.
- Support the day-to-day activities of the Head of Systems and BI.
- Allocate responsibilities as required to reflect the changing needs of the College.

**GENERAL**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and safeguarding young people and vulnerable adults.
2. Participate in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. Always operate in line with the College's values and behaviors.
5. Undertake other duties as may be required in the interests of the efficient functioning of the College.

# WALTHAM FOREST COLLEGE COMMITMENTS

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.

- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.

- Adhere-to the College policies, codes, procedures and frameworks.

- Undertake continuing personal and work related professional and skills development.

- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.

- Be a positive role model in terms of supporting and promoting equality & diversity.

- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.

- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.

- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

# PERSON SPECIFICATION

| Essential/Desirable criteria will be identified at* | | | |
|---|---|---|---|
| | AF | I | A |
| **EDUCATION AND TRAINING** | | | |
| Bachelor's degree in Computer Science or a related field, or equivalent vocational experience. | E | | |
| MCSE/MCSA certifications preferred. | E | | |
| Evidence of continuous professional development. | E | | |
| **EXPERIENCE** | | | |
| Strong knowledge of SQL and SQL Server tools. | E | | |
| Proven expertise in SQL Server administration, including database design, installation, configuration, and maintenance. | E | | |
| Solid understanding of database security, backup and recovery processes, and performance monitoring. | E | E | |
| Experience with performance tuning and optimization. | E | E | |
| Proficiency in writing complex T-SQL queries and stored procedures. | E | | |
| Familiarity with SSIS and SSRS; PowerShell scripting knowledge is an advantage. | E | | |
| Strong problem-solving skills and critical thinking ability. | E | E | |
| **SPECIAL ABILITIES AND APTUTUDE** | | | |
| Advanced IT skills (T-SQL, SQL Server BI Stack, MS Office suite & proprietary software). | E | | |
| In-depth knowledge of T-SQL and Data Warehousing, exports, and views. | E | E | |
| A flexible approach to work and the ability to meet strict deadlines through self-management and delegation. | E | E | |
| Experience of developing reporting dashboards using BI Tools including Power BI and other proprietary software. | D | | |
| Desirable Web Development Skills (e.g., ASP.Net C#/VB, Java, PHP, HTML, Python, R). | D | | |
| Proven analytical skills, highly numerate & ability to use lateral and systematic thinking in the pursuit of well-defined goals. | D | | |
| Experience of working with and developing AI driven tools | D | | |
| **OTHER REQUIRMENTS** | | | |
| Excellent time-management, interpersonal, and communication skills. | E | E | |
| Demonstrate a commitment to developing knowledge and skills through participating in development and training opportunities. | E | | |
| Commitment to the highest possible levels of health and safety for students, staff, and others. | E | | |
| Be highly motivated and flexible to change, demonstrating strong teamwork skills and a 'can do' attitude. | E | | |
| Possess a highly developed customer service ethos and be experienced in dealing with internal and external customers. | E | | |
| A commitment to and understanding of Equal Opportunities and evidence of effective implementation of Equal Opportunities policies. | E | E | |
| Evidence of understanding and effective implementation of safeguarding policies and a commitment to creating a safe learning environment. | E | E | |

* **Key:** AF = Application Form, I = Interview, A = Assessment