**Reporting and Data Analyst: Job Description**

**The Schools’ are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Role:** Reporting and Data Analyst

**Hours:** 37.5 hours per week Monday to Friday 8:30 – 17:00 with one hour for lunch but with some flexibility and willingness to work other hours

###### Salary Upto Point 37 (£43,754) depending skills and experience

**Reporting Lines**

The Reporting and Data Analyst will report to the Head of Information Services and Development.

**Overview**

The Reporting and Data Analyst will support the Schools’ in their data driven decision making by utilising a range of data sources and tools to produce timely, focused and accurate information.

**Duties and Responsibilities**

* Working with the Head of Information Services and Development to engage with stakeholders to ascertain information requirements.
* To support the schools’ report cycles and ad-hoc reporting needs by sourcing data from multiple sources, collating analysing and producing reports.
* Manipulation of data in spreadsheets to produce meaningful information to stakeholders
* Maintenance and modification of existing reports
* Migration of existing data sourcing and reporting solutions to SSRS reports
* Creating, using and managing stored procedures and functions
* Any other duties as reasonably requested by your line manager.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Experience:** | **Essential/ Desirable** | **How Assessed** |
| Strong knowledge of SSRS reporting | **E** | **A/I/T** |
| Knowledge of SQL and ability to write complex queries | **E** | **A/I/T** |
| Knowledge and experience of T-SQL | **D** | **A/I** |
| Knowledge of Database and Management Information Systems | **E** | **A/I** |
| Experience of working with multiple stakeholders with conflicting demands | **E** | **A/I** |
| Experience of using advanced features of Microsoft Office suite including MS Excel | **D** | **A/T** |
| Experience of Power BI | **D** | **A/I** |
| Familiarity with C# | **D** | **A/I** |
| Experience of MS Microsoft SharePoint | **D** | **A/I** |
| Education Experience | **D** | **A/I** |
| **Qualifications:** |  |  |
| Strong A Levels or equivalent. | **E** | **A** |
| A university degree to at least undergraduate level | **D** | **A** |
| **Skills & Abilities:** |  |  |
| Excellent verbal, written and listening skills to communicate with users at all levels and of varying technical ability | **E** | **A/I** |
| Strong interpersonal skills. | **E** | **I** |
| Excellent numeracy skills to deal with statistical data. | **E** | **T** |
| A structured, and organised approach to work, with the ability to manage own workload and meet deadlines | **E** | **I** |
| Awareness of current data protection legislation. | **D** | **A/I** |
| Able to work independently and as part of a team and be flexible. | **E** | **I** |
| An ability to take instruction and direction and to be held accountable | **E** | **I** |
| Excellent time-management and an ability to prioritise effectively. | **E** | **I** |
| Ability to work calmly under pressure. | **E** | **I** |
| **Personal Attributes:** |  |  |
| Tact, discretion and assurance | **E** | **I** |
| Strong work ethic, ability to work under pressure and to tight deadlines. | **E** | **I** |
| Friendly and highly professional approach to pupils, parents, staff and visitors | **E** | **I** |
| Discretion and confidentiality | **E** | **I** |

A = Application Form T = Test I = Interview

**Terms and Conditions**

**Salary**

Salary on commencement up to £43,754 + generous holiday allowance and other benefits subject to skills experience.

**Benefits**

Currently the School offers a wide range of benefits to staff, including:

* A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Support is given for sabbaticals, post-graduate degrees and other relevant qualifications;
* Enrolment into the School’s pension scheme, with 12% employer contribution, based on 5% individual contribution
* Group Life Assurance (4 x salary);
* Childcare Vouchers; where eligible
* Free lunches, other meals and refreshments;
* Free parking on the School campus;
* Free coach travel on the service provided by the School (subject to availability);
* Tax free bicycles for work through the Cycle to Work Scheme;
* Free use of the state-of-the-art Medburn Centre including fitness suite, swimming pool and squash courts, including free training programmes and advice from the School’s Fitness Coach;
* Free lunch provided
* Employee Assistance Programme