RUNSHAW COLLEGE

APPOINTMENT OF DATA ANALYST – REF 261129

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the learner at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships. Please see the Strategic Plan on the college website, for full details of our vision and objectives.

Due to the growth of our reporting needs, including the implementation of a new Student Record System and HR System and an expanding suite of curriculum quality dashboards, we now have a vacancy for a Data Analyst within our Management Information team. This is an ideal role for someone who is analytical and curious, and who enjoys turning complex data into clear insight that helps leaders make better decisions and improves outcomes for learners. You will also help colleagues to simplify processes and reduce manual workload. To be successful in this role, you will need strong SQL skills, experience of developing suites of reports using enterprise reporting tools such as SSRS and Power BI, and the confidence to work with colleagues across different areas to design, develop and implement processes and practices that meet our reporting needs.

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Runshaw College is proud to be a great place to work. Our Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and learners highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements to the Quality of Education across all provision types and are proud of the exceptional student experience we provide. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future learners deserve whilst maintaining secure financial health.

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we're proud of

what we came up with together: Dedication, Fulfilment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you're looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Kevin Chadwick
Head of Quality, Management Information, Systems & Support and Timetabling
Chadwick.k@runshaw.ac.uk

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JOB DESCRIPTION

JOB TITLE :	Data Analyst
REF :	261129
UPDATED :	October 2026
ACCOUNTABLE TO :	Senior Data Analyst & Management Information Team Leader
ACCOUNTABLE FOR :	Support the creation, maintenance and support for College data and processes to ensure leaders at all levels can make informed decision leading to positive student outcomes

The description of key responsibilities is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

	KEY RESPONSIBILITIES
Role Specific	▪ Properly document all developments for both user and technical use/support ▪ Produce scripts required for the maintenance/update of data ▪ Manipulate and link different data sets as required in multiple formats ▪ Interpret and apply the organisations data and information security standards, policies and procedures to data management activities ▪ Perform complex database queries across multiple databases to extract and manipulate data for analysis ▪ Perform statistical analyses and ad-hoc queries ▪ Lead on projects relating to production of performance dashboards and reports ▪ Lead on projects related to data quality checking and cleansing ▪ Produce a range of ad-hoc and complex data analysis reports ▪ Summarise and present the results of data analysis to a range of stakeholders making recommendations ▪ Write, Amend and Update SQL Queries, Views and Stored Procedures in order to create datasets for use within reporting

	KEY RESPONSIBILITIES
	▪ Provide excellent customer service when liaising with the department's customers ▪ Excellent testing skills to ensure the accuracy of developed reports ▪ Ensure that all reports are properly documented for both user and technical use/support ▪ Utilise a range of analytical techniques such as data mining, time series forecasting and modelling techniques to identify and predict trends and patterns in data ▪ Liaison with third parties for solutions and ongoing development of their applications/reports ▪ Support process improvement by working with colleagues to map current and proposed workflows, identify duplication and inefficiencies and implement practical improvements that simplify processes, improve data quality and reduce manual workload
Professional Practice	▪ Proactively participate in appraisal and continuing professional development (CPD) activities as required. ▪ Reflect on, and evaluate the impact of continuing professional development activities on your practice ▪ Share and update your knowledge with colleagues and, where appropriate, other networks, research communities etc to support improvement.
College Responsibilities	▪ Support the college's mission, vision, values and strategic objectives, acting as a role model for learners. ▪ Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times. ▪ Attend and contribute to all Curriculum / Continuous Improvement Team (CIT) meetings to plan, review and share best practice. ▪ Value and champion diversity, equality of opportunity, inclusion and social equity. ▪ Be involved in the promotion and marketing of courses and in the recruitment of learners, engaging and enthusing prospective learners.

	KEY RESPONSIBILITIES
	▪ Work within health and safety guidelines and be aware of your responsibilities for health and safety. ▪ Adhere to all college policies and procedures, including data protection. ▪ Along with all members of college staff, manage the behaviour of learners. ▪ Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults. ▪ Embrace our values of respect, fulfilment, dedication and excellence and demonstrate these in day-to-day behaviours. ▪ Support our sustainability strategy to reduce our environmental footprint. ▪ Be aware of, and responsive to, the changing nature of the college and adopt a flexible and proactive approach to work. ▪ Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the college catchment area.

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PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
Level 4 Qualification or above in relevant discipline (Including Mathematics based studies)	Essential	Application form
Level 3 Qualification in Mathematics (or relevant additional studies or experience in use of mathematical techniques)	Essential	Application form, Interview
Minimum of 5 GCSEs grade A / 9 to C / 4 or equivalent, with English and Maths at Grade 6 / B being two of those subjects	Essential	Application form
Evidence of strong Continuing Professional Development	Essential	Application form. Interview
EXPERIENCE, KNOWLEDGE AND SKILLS		
Excellent understanding of data and the interpretation of data	Essential	Application form, Interview
Expertise & experience in the use of SQL for complex queries and database creation and maintenance	Essential	Application form, Interview
Expertise and experience of using SQL in Data Warehousing	Essential	Application form, Interview
Experience and expertise in enterprise reporting systems (ideally Microsoft SSRS & Power BI)	Essential	Application form, Interview
Experience in mathematical techniques for data analysis	Essential	Application form, Interview
Experience of presentation methods for reports and management information	Essential	Application form, Interview
Experience at working with customers to specify requirements in Data Analyst setting	Essential	Application form, Interview



Experience and proficiency in MS Office Packages	Essential	Application form, Interview
Excellent oral, interpersonal and written communication skills, with the ability to communicate effectively and persuasively with a wide range of people at different levels and organisations	Essential	Application form, Interview
Strong Analytical and problem-solving skills	Essential	Application form, Interview
PERSONAL SKILLS AND ATTITUDES		
Align to Runshaw College values of Excellence, Enjoyment, Dedication, Respect	Essential	Application form, Interview
Display a positive, enthusiastic and friendly approach	Essential	Interview
Be a team player	Essential	Interview
Demonstrate excellent communication skills, verbally and in writing	Essential	Application form, Interview, task
Respect others, being polite in all communications and appreciating their skills, experiences and contributions	Essential	Application form, Interview
Have high standards and be conscientious	Essential	Interview
Be organised and manage own time effectively to ensure all expected tasks are completed on time	Essential	Interview
Suitable to work with children, young people and vulnerable adults	Essential	Interview, Employment Checks

RUNSHAW COLLEGE

SUMMARY OF MAIN TERMS AND CONDITIONS	
SALARY	Up to £37,249 p.a. In addition, Runshaw College will contribute up to £2,570 p.a. in employer pension contributions
WORKING HOURS	37 hours per week
CONTRACT TYPE	Permanent
PENSION SCHEME	Local Government Pension Scheme. Visit: Home :: LGPS (lgpsmember.org)
HOLIDAYS	- 23 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August) - 8 Bank and Public Holidays - 4 extra Statutory Holidays - 3 closure days, should the College decide to close in the interests of efficiency This entitlement will be on a pro-rata basis for posts that are part-time.
LOCATION	On campus, Langdale Road, Leyland. PR25 3DQ.
SAFEGUARDING	The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing sensitive@dbs.gov.uk.
HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.

CLOSING DATE	12 noon, Thursday 19th November 2026
INTERVIEW DATE	TBC
JOB PACK APPROVED BY Kevin Chadwick	November 2026

RUNSHAW COLLEGE

Just some of the **Benefits** of working for us



We aim to be a truly great place to work, offering an excellent reward and benefits package, along with extensive opportunities for ongoing professional development.

Financial

Occupational Sick Pay:
- Up to 26 weeks on full pay and 26 weeks on half pay, depending on length of service.



Pensions:
- Career average defined pension scheme:
  - Local Government Pension with up to 6.90% employer contribution.
  - Teachers' Pension Scheme with up to 28.68% employer contribution.
- Tax relief on the contributions paid.
- Ill-health retirement options.
- Financial security with immediate life cover and dependant benefits in the event of death in service.
- Option to pay more or less contributions.
- Flexible retirement options: choose when to take your pension between age 55 and 75 years.

www.yourpensionservice.org.uk
www.teacherspensions.co.uk

Professional Development



- A structured induction programme.
- A comprehensive professional development programme including internal and external events.
- Annual £100 training allowance for a Runshaw course (in addition to work-related training).
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.

Rewards and Perks

- Discounts and cashback at major retailers, entertainment, travel, leisure, and dining.
- Free Microsoft Office license and anitvirus for work and personal devices.
- Staff social events and team building.

Recognition and Celebrations

- Team Excellence Award to recognise outstanding staff contibutions.
- Opportunity to participate in and celebrate a range of religious festivals and events.

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus annual cost of living increases (this is considered on an annual basis).

Work Life Balance

Annual Leave:
- Teaching staff: 50 days
  Management: 35 days
  Support: up to 25 days (pro-rata)
- Plus 8 bank holidays and 5+ days Christmas closure.
- Option to buy up to 10 extra unpaid days through 'HolidayPlus Scheme'.

Family Friendly:
- Flexible working options, Special Leave & Career Break policies.
- Enhanced occupational maternity, adoption and paternity pay.
- A 'Happy to Talk Flexible Working' employer.
- 35% discount off on-site FUNDA children's holiday club.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Contemplation and Faith facilities.
- Beautiful woodland campus.

Health & Wellbeing

Counselling Service:
- Free, confidential 24/7 telephone counselling, plus face-to-face counselling and supervision.

Employee Assistance Programme:
- Support for personal and work issues, including expert advice on debt, health and legal matters.
- Free wellbeing webinars & online resources.

Health:
- Access to a 24/7, 365 days-a-year GP consultation service for staff and immediate family.
- Cycle to Work Scheme which promotes cycling through tax incentives, providing great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccinations
- Access to BHSF Cash Plan, claiming reimbursement for everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening and support including podiatry, physiotherapy, hearing tests and health checks.
- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Reimbursement for regular eye tests and a contribution towards spectacles for staff identified as DSE users.

Forces Families Jobs

disability confident EMPLOYER

MINDFUL EMPLOYER