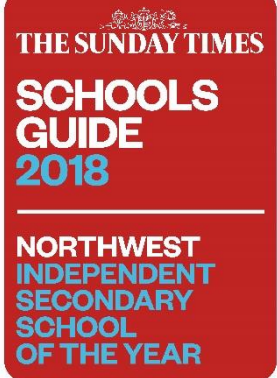


mgs
Founded 1515

The Manchester
Grammar School



SQL Analyst

Information Pack

Completed applications should be emailed to recruitment@mgs.org

Closing date: 09:00 on Thursday 7 November

SQL Analyst

We are seeking to appoint an outstanding individual with strong technical expertise in SQL to assist the MIS and Integrated Systems Manager in reporting and providing informative statistical analysis.

The post-holder will play a key part in the School's on-going development of the use of its management information system, iSAMS, developing data and statistics solutions for iSAMS and associated databases.

Reporting using SQL and SSRS will be a core aspect of this role. The School will provide training in SSRS, if necessary. The MIS is integral to many aspects of the School's day-to-day functioning, including attendance, admissions, timetabling, and pastoral, medical and academic information.

Whilst this is a full-time, all-year-round post, applications for part-time working will be considered. (Applicants wishing to apply for the role on a part-time basis should indicate this clearly in their application.)

Job Description

Post title:	SQL Analyst
Purpose:	The SQL Analyst will be a key member of the Computer Services Department and will focus on assisting the MIS and Integrated Systems Manager in reporting and the production of statistical analysis, enabling the continued development in the use of iSAMS in the School.
Responsible to:	Strategic Director of IT, MIS and Integrated Systems Manager, Bursar
Special conditions of service:	The post-holder will be required to have a flexible approach to their work to meet the needs of the School. This will include occasional evening and weekend work.
Leave entitlement:	21 days, in addition to school closure days (such as the extended Christmas closure period) and public holidays. Leave is to be taken at a time agreed with the Strategic Director of ICT and MIS and Integrated Systems Manager.

Pension:	The post-holder will be enrolled into the support staff pension scheme which is a defined contribution scheme run by TPT (The Pensions Trust). The employee contributions are 6% and the employer contributions are 14%.
Salary and grade:	Dependent on experience.
Hours of work:	35 hours per week, all year round.

The post-holder will be a member of the School's non-teaching support staff and will report to the Strategic Director of IT. The Bursar has responsibility for all support staff and will be the point of contact for any contractual matters.

Purpose and duties of the post

Purpose

- To use SQL and SSRS in order to manage the provision of data reporting services.
- Responsible for ensuring accurate and informative reporting and statistical analysis for internal purposes and external agencies.
- Create SQL reports and use the data to maintain and devise systems for the effective tracking of pupils' progress.
- Maintain and develop the School's in-house database which supplements the reporting functionality out of iSAMS.
- Development of security across iSAMS and associated systems, such as Reporting Services and SQL.
- Assist the MIS and Integrated Systems Manager in developing strategies and systems for collecting and reporting on data.

Main duties and responsibilities

- Use SQL to create and maintain reports to meet the requirements of specific school departments and also external organisations, e.g. statistical outputs for annual censuses (ISC, DfE).
- Working to the School's reporting schedule, assist the MIS and Integrated Systems Manager in the development of printing (SSRS) templates etc.

- In conjunction with the MIS and Integrated Systems Manager/Strategic Director of IT, document any bespoke system configuration changes and co-ordinate the integration between the MIS and other current and future systems.
- Maintain a clear understanding of the General Data Protection Regulation (GDPR) and its implications.

Whilst this job description gives an indication of the range of responsibilities, it should not be regarded as definitive and may be subject to change, in consultation with the post-holder.

The School is committed to the professional development of its staff. It will consider all reasonable training requests so that the person appointed can develop their own skills and the role. In line with this, whilst a strong technical knowledge of SQL is an essential requirement for the post, the School will provide training in SSRS, if necessary.

<i>Attribute</i>	<i>Essential Criteria</i>	<i>Desirable Criteria</i>	<i>Assessment</i>
Education and Qualifications	Strong technical expertise and understanding of SQL.	Microsoft Certified Database Administrator or Microsoft Certified Solutions Expert: Data Platform. Knowledge of SSRS reporting using Business Intelligence Development Studio (BIDS)/ Visual Studio.	Application Form Interview
Experience, Skills and Knowledge	Detailed working knowledge of relational databases. Experience with MSSQL databases. Strong information analysis skills. Experience of writing custom reports for end-users.	Advanced Excel functionality. Experience of producing accurate data for reporting and assessment reports. Knowledge of statutory data reporting requirements such as the school census. Familiarity with web design and web-presented reports. Knowledge and understanding of data systems in schools. Understanding of DPA and GDPR legislations.	Application Form Interview

Personal and Professional Skills and Attributes	<p>Highly motivated and enthusiastic.</p> <p>Excellent communication and interpersonal skills.</p> <p>Ability to work independently and collaboratively.</p> <p>A commitment to working to strict deadlines.</p> <p>Attention to detail and the ability to complete complex tasks.</p> <p>Willingness to undertake job-related training and keep current skills up-to-date through self-research.</p> <p>Able to deal with pressurised situations in a calm manner.</p>		Application Form Interview
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Why work at The Manchester Grammar School?

The School

The Manchester Grammar School (MGS) has a long and distinguished history, and is an exciting, stimulating and rewarding community in which to work.

It was founded in 1515, by Hugh Oldham, Bishop of Exeter, to prepare able boys from the Manchester area, regardless of their background, to go to Oxford or Cambridge. The School has gained an international reputation for academic excellence, and enjoys a strong record of success with top universities, both in the UK and overseas.

We take our motto, *Sapere Aude* ('Dare to be Wise'), as meaning that we must challenge our pupils and expect to be challenged by them.

In 2018 MGS was the Sunday Times Schools Guide Northwest Independent School of the Year.

The Manchester Grammar School Old Hall Lane Manchester M13 0XT
 Telephone: 0161 224 7201 Fax: 0161 257 2446 Website: www.mgs.org

Registered Charity No. 529909

Bursaries and social mobility

MGS's Foundation Bursary Appeal has been the most successful appeal of its kind held by any school and is a cornerstone of our ethos. Although we are a fee-paying school, our aim is to ensure that a place at MGS is available to any boy who passes our entrance assessments, regardless of his family's financial background. More than 200 boys currently receive full or partial means-tested bursaries. (The average bursary is 90% of the school fee.) Our long-term ambition is to be needs-blind, so that every boy who passes our entrance assessments can take up a place, regardless of his parents' ability to pay.

Our staff

We have a large, friendly and supportive staff (nearly 300) who come from every walk of life. In addition to teachers we have a host of other essential roles, including administrators, technicians, librarians, cleaners, grounds and maintenance staff, nurses, secretaries and caterers. All members of staff at MGS work together to serve the interests of our pupils. The School aims to provide a good working environment for all staff, and we are all responsible for creating a happy and purposeful working atmosphere.

We are committed to the professional development of our staff, and provide training and opportunities to attend relevant courses.

All staff have access to a communal social area, and we have a number of staff social events during the year. Parking and bike racks are available on-site, and staff may purchase a good-value lunch on-site; catering is excellent.

Our pupils

The School comprises over 1550 boys in Years 3 to 13. All boys are assessed for entry on the basis of their considerable potential by observing their individual talents in imaginative lessons. A formal entrance exam only plays a part in entry to Year 7. Our admissions policy aims to be needs-blind to enable the School to be a diverse community of talented individuals from all backgrounds.

Boys come from across the North-West and from every type of background, and the boys who join the School each year come in equal numbers from maintained and independent primary schools.

Our co-curriculum

The co-curriculum is central to the ethos of MGS. Life outside the classroom is extraordinarily vibrant, both in terms of its diversity and quantity, and is a source of great enjoyment and challenge for our pupils and staff alike. It includes a vast amount and range of sport, music, drama, adventure, service and intellectual activities.

In 2018 *School Sport* magazine named Manchester Grammar School as the best school for sport in the North of England, and placed the School in the top five schools nationally.

Our facilities

Facilities are excellent. We have an exceptionally equipped theatre and drama studios and award-winning Junior School buildings. The most recent developments have included a new sports hall and Olympic-standard hockey astro-turf and tennis courts.

Visit our website (www.mgs.org) to find out more about the School.

How to apply

Candidates of any age and any level of experience are invited to apply. Appropriate induction and support will be given.

Applicants should complete an application form, which can be downloaded from www.mgs.org/vacancies. Completed applications should be emailed to recruitment@mgs.org. The closing date is Thursday 7 November and interviews will be held shortly after.

Our safer recruitment policy may be viewed on our website (www.mgs.org/our-policies).

We would like to thank all applicants for their interest in the School and for taking the time to apply. However, please note that, because of the high volume of applications we receive, we regret that we are unable to reply individually to each application. Applicants who have not heard from us by Tuesday 12 November should assume that they have not been shortlisted for interview.

The Manchester Grammar School is an equal opportunities employer and we welcome applications from all sections of the community. We are committed to safeguarding and promoting the welfare of children and successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

October 2019