



PERSON SPECIFICATION	
JOB TITLE	Graduate Assistant - Systems Analyst
DEPARTMENT/SECTION	Information Systems

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
<ul style="list-style-type: none"> • Strong A Levels or equivalent • University degree at undergraduate level or equivalent qualification 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
EXPERIENCE:		
<ul style="list-style-type: none"> • Ability to write both technical and end user documentation including work instructions and training material • Experience of working with multiple stakeholders across the organisational hierarchy • Requirements gathering experience and knowledge of project management methodologies 		<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
KNOWLEDGE & SKILLS:		
<ul style="list-style-type: none"> • Knowledge of administering iSAMS • Knowledge of Management Information Systems • Knowledge of SQL and ability to write complex queries • Advanced knowledge of MS Excel • Knowledge and experience of T-SQL • Experience of Power BI • Experience of using advanced features of Microsoft Office suite • Experience of Microsoft SharePoint Online and MS Teams • Awareness of current data protection legislation 	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
PERSONAL COMPETENCIES & QUALITIES:		

<ul style="list-style-type: none"> • Excellent verbal and written skills. Able to communicate with users at all levels and of varying technical ability • Strong interpersonal skills • A structured, and organised approach to work, with the ability to manage own workload and meet deadlines • Able to work independently and as part of a team • Strong work ethic, ability to work under pressure and to tight deadlines • Excellent time-management and an ability to prioritise effectively • Excellent numeracy skills to deal with statistical data 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
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