



JOB DESCRIPTION

JOB TITLE	Graduate Assistant - Systems Analyst (1 year fixed term contract)
DEPARTMENT/SECTION	Information Systems
LINE MANAGER	Information Systems Manager
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• 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.	
JOB SUMMARY: The Graduate Assistant - Systems Analyst provides data administration, reporting, training and support of its management information systems (MIS) to departments and users across the school. This position works closely with departments and individuals across the School to meet their operational and management data needs, and to assure that the systems and data are administered to assure availability, access, accuracy and statutory compliance. Working together with the IS Manager, this role is critical to day-to-day operational data processing within and across different systems, and essential to the smooth running of tasks such as; the annual academic roll-over, timetable implementation in the iSAMS MIS and other systems, and the academic reporting cycles. Developing extracts and reports sourced from various systems is a frequent need of management and operational users in the school, therefore, the role requires in-depth knowledge of the data processes and associated data. The Graduate Assistant - Systems Analyst will further assist the IS Manager and management in identifying, developing and implementing solutions to existing or new applications, and/or assist in providing data integration solutions across systems.	

KEY DUTIES AND RESPONSIBILITIES:

- Administer applications and data to assure data quality, compliance and availability.
- Provide first line support for all MIS related queries.
- To administer the schools' academic report cycles, the annual rollover of systems and to ensure data in the core systems is current, accurate and available.
- Provide data extracts and reports to all departments across the school.
- Develop training plans and training material as part of the delivery of training and/or ongoing support to users.
- Assist in the continued development of data systems for the wider benefit of the school.
- Assist in the implementation of data systems including the project documentation.
- Assist in the business requirements analysis process, formalising it into a functional specification.
- Contribute to the development of a school reporting database and roadmap for wider analytical use.

ADDITIONAL RESPONSIBILITIES:

- Assist the wider information services teams as and when appropriate.
- Any other duties as reasonably requested by your line manager.

TERMS OF EMPLOYMENT:

- One Year Fixed Term contract
- Term Time Work Hours: 8am to 4.30pm
- School holiday Hours of Work: 08:30 – 15:30
- 30 days annual leave

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.