



JOB DESCRIPTION

JOB TITLE	Systems Analyst
DEPARTMENT/SECTION	Information Systems
LINE MANAGER	Information Systems Manager

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.

JOB SUMMARY:

The Systems Analyst provides data management, reporting, training and support of its information systems to users across the school.

Working with the IS Manager, this role is critical to day-to-day data processing and scheduled tasks within and across different systems, including year-end processing. The position works closely with departments and individuals to meet their operational data needs, and to assure availability, accuracy and compliance of data and systems.

The Systems Analyst will assist the IS Manager in identifying, analysing, developing and implementing solutions, and assist with data integration between systems. They will develop data extracts and reports from various systems for management and operational users. Therefore, the role requires commensurate technical and analytical skills.

The postholder will liaise with, and support, all users in the school, including senior management and pupils. They will assist users in the use of systems and data, develop and deliver training or training materials, and maintain technical documentation. They must respond effectively to requests and incidents and manage these through the school's IT service desk.

KEY DUTIES AND RESPONSIBILITIES:

- Administer applications and data to assure data quality, compliance and availability.
- Administer scheduled reports, including termly reporting and year-end procedures.
- Conduct requirements analysis, formalising requirements into specifications.
- Implement specified solutions to meet specifications.
- Contribute to the development of a school reporting database and plans for wider analytical use.

- Participate in the technical implementation of systems.
- Maintain project, technical and training documentation.
- Provide data extracts and reports to all departments across the school.
- Provide troubleshooting and technical support.
- Develop training plans and training material as part of training and ongoing support to users.
- Maintain and develop required technical skills.

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:

- 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.