

PERSON SPECIFICATION		
JOB TITLE	Systems Analyst	
DEPARTMENT/SECTION	Information Systems	
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. 		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
<ul style="list-style-type: none"> • Strong A Levels or equivalent • University degree or equivalent qualification 	<ul style="list-style-type: none"> ✓ ✓ 	
EXPERIENCE:		
<ul style="list-style-type: none"> • Providing support to users across the organisation • Providing training to users • Writing technical or end user documentation • Conducting analysis of user requirements • Working on data or system implementation projects • Administration of systems or data • Developing reports for management information or daily operations 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓
KNOWLEDGE & SKILLS:		
<ul style="list-style-type: none"> • Administering or supporting an information system or software application in an organisation • Ability to write complex SQL queries • Advanced use of MS Excel • Understand and interpret T-SQL • Using MS Power BI • Experience of Microsoft SharePoint Online and MS Teams • Awareness of data protection • Administering iSAMS or other school management system 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓
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 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	

<ul style="list-style-type: none">• Excellent time-management and an ability to prioritise effectively	✓	
<ul style="list-style-type: none">• Excellent numeracy skills to deal with statistical data	✓	