

JOB DESCRIPTION

JOB TITLE	Education Data Analyst
LINE MANAGER	Business Analyst
RESPONSIBLE TO	Bursar
<p>SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i></p> <p>The postholder will be required to;</p> <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. 	
<p>JOB SUMMARY</p> <p>Assist the Information Director, Business Analyst, and IT teams in developing data solutions to support the school's needs, assuring that data quality and data protection requirements are embedded throughout.</p> <p>Participate in the analysis and development of solutions, data analysis and integration, working with the IT teams and stakeholders across the school.</p>	
<p>KEY RESPONSIBILITIES</p> <p>Project and Change Management</p> <p>Assist the Information Director in</p> <ul style="list-style-type: none"> • Administering, tracking, and reporting on project and change requests via our service desk. • Assisting with maintaining project, process, and change control documentation in MS SharePoint/Teams. • Organising project meetings and activities. <p>Process Development and Integration</p> <ul style="list-style-type: none"> • Map existing business and data processes as required. • Assist in designing requirement specifications. • Assist in the design and development of processes or automated solutions (if needed). • Develop and maintain detailed documentation of in-house process automation. • Maintain inventory of datasets and solutions. <p>Data Analysis, reporting and analytics.</p> <ul style="list-style-type: none"> • Assist with the creation of business intelligence reports using specified tools. • Support data preparation, ensuring data quality, from existing sources. • Assist in developing reports and data visualisations, using specified tools and techniques. 	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Application and Data Support

- Provide support and training assistance for developed solutions.
- Assists with specified maintenance procedures.
- Assists in the investigation and resolution of issues relating to applications.

TERMS OF EMPLOYMENT

- Salary Range: £30 000 - £35 000 per annum
- Hours: Full time, Monday to Friday. Term time hours: 08.00 – 17.00. School holiday hours: 08:30 – 15:30. Occasional weekend or evening for School events, including Open Day.
- Holiday: 30 days holiday plus statutory English public holidays (holiday to be taken during the Forest School holidays by agreement).
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The school will make a graduated employer contribution, starting at 11%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking.
- Employer death in service benefit
- Support with extensive CPD opportunities