



Thomas's

Data Analyst and Junior Developer

For further details go to the
Thomas's London Day Schools website:

<https://www.thomas-s.co.uk/join-our-team/> or
e-mail recruitment@thomas-s.co.uk

www.thomas-s.co.uk



Application Details

We are seeking a hard working member of staff who has the ability to work within a team meeting the needs of the group of schools. We are looking for an individual who thinks "outside the box" and is comfortable with data management and analysis, proficient in basic development and programming. The ideal candidate for this role should be highly analytical and have an eye for detail. You will possess critical thinking and problem solving skills with a passion for providing users with solutions. You will need to possess the technical and personal skills to explain and train IT systems to non-technical stakeholders and users.

For a full description of the post and an application form, please go to the Thomas's London Day Schools website <https://www.thomas-s.co.uk/join-ourteam/> or e-mail: recruitment@thomas-s.co.uk

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Competitive salary and conditions are offered.

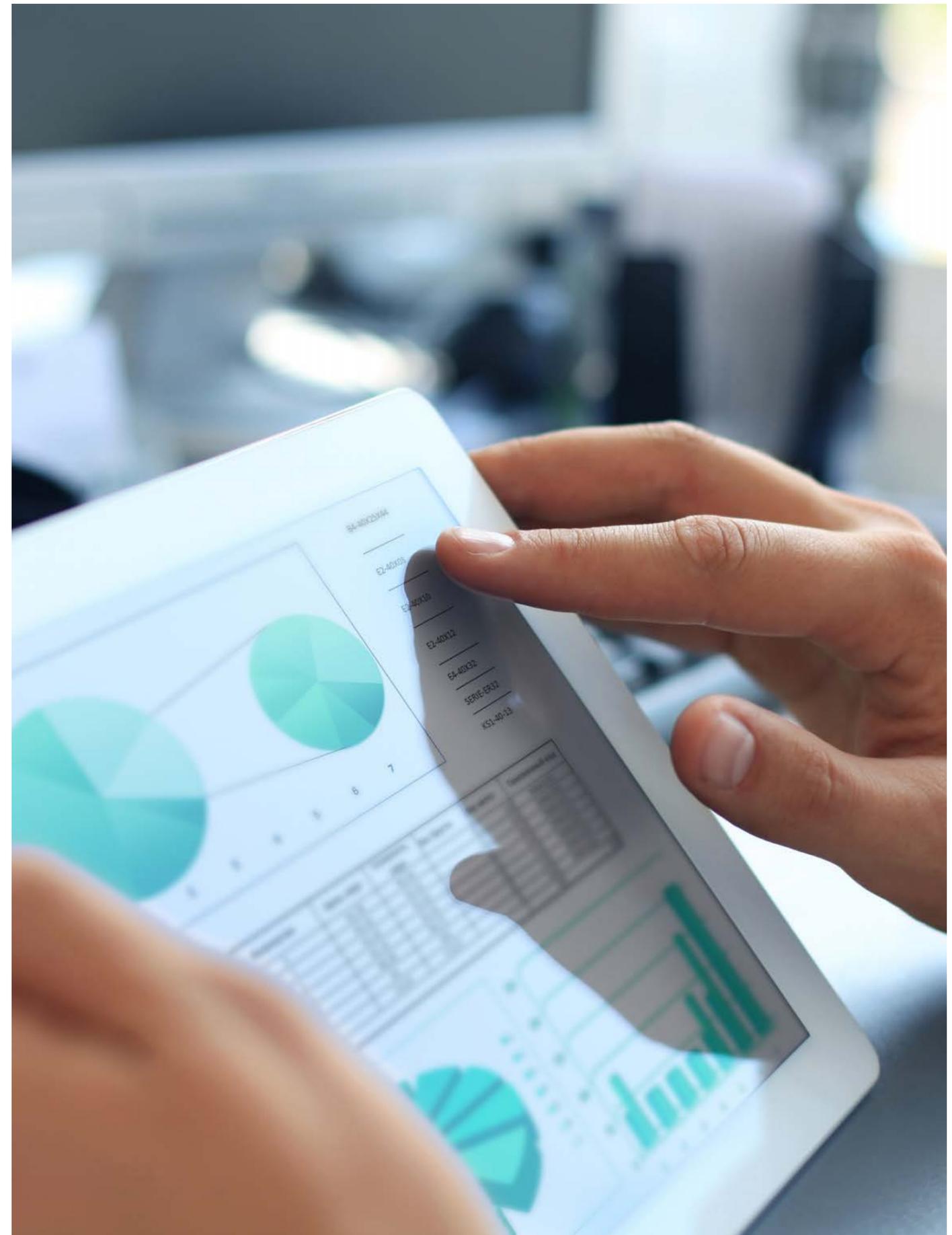
Closing date:

Friday, 26th November 2021

Start date:

Monday, 29th January 2022

We are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to an enhanced DBS check.



Job Description for Data Analyst and Junior Developer

Job Role:

Data Analyst and Junior Developer

Reporting to:

Data Manager

Hours of Work:

Monday to Friday 8am to 5pm

Some work outside of these hours will be expected

Duties and Responsibilities:

- Support and assist all staff with the effective use of systems available to meet their needs
- Assist with the management and maintenance of all systems and data
- Assist with custom reporting and development (SQL/SSRS/Excel/Sheets)
- Data entry and cleansing tasks
- Investigate data/systems anomalies when reported to identify issues
- Create and update documentation
- Liaise with colleagues to ensure processes are followed
- Creating custom reports from our iSAMS data
- Basic project management on Monday.com
- Onboarding and offboarding of all staff
- Setup and manage mobile devices for staff
- IT Helpdesk Support and Parent Support
- Other tasks as required by the data manager to assist in his role

General:

- Maintain confidentiality at all times with sensitive data stored on the Thomas's IT Systems
- Undertake internal training provided by the school where appropriate
- Have a natural ability to attention to details

Desired skills and experience:

- Microsoft Word and Excel
- Experience working with database management systems or school Management Information Systems
- Understanding of databases, preferably working with MS SQL
- Understanding of coding/logic
- Google Sheets and Docs
- Help desk software
- Data entry and data checking
- Solid understanding of mathematics
- Customer service
- Familiarity with any of SSRS/Azure/C#/VB/XML would be a positive

Personal Qualities:

The personal qualities that the applicant requires to perform effectively in the role and to ensure that the applicant safeguard and promotes the welfare of children and young people:

- A business-like appearance and presence
- A pleasant and friendly approach
- Quick learner and a willingness to continue learning
- Conscientious - goes the extra mile
- Have initiative and works well under pressure
- Be discreet
- Be organised and reliable
- Work flexibly
- Sense of humour
- Loyal to the school and supportive of its aims and objectives

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our safeguarding/child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead or to the Head.

