Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, and is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practises equality of opportunity.

Job Title	**Data Systems & Business Intelligence Manager**
Hours of work:	Full time (35 hours a week), full year (1.00 FTE)
Salary Scale:	SFCA Support Staff Salary Scale point 33-35 £52,275-£54,711 per annum
Reporting to:	Assistant Principal (Quality)
Key Roles:	• To lead the development, support and administration of the College's business intelligence, reporting, database and systems integration infrastructure. • To be responsible for the maintenance and development of CEDAR, SQL Server databases, reporting solutions, business intelligence platforms, examinations data processes and systems integrations, whilst providing resilience for key MIS and funding activities. • To act as the College's technical lead for data systems supporting the ongoing development of a data-driven culture across the organisation.

Key Responsibilities

1. Business Intelligence and Reporting

- Lead the design, development and maintenance of reporting and business intelligence solutions.
- Develop Power BI dashboards and self-service reporting tools.
- Create and maintain data models, datasets and reporting frameworks.
- Translate business requirements into effective reporting and analytical solutions.
- Provide technical guidance and support to users of management information.

2. Database Administration

- Administer and maintain SQL Server databases and associated infrastructure.
- Monitor and optimise database performance.
- Manage database security, permissions and access controls.
- Develop and maintain backup, recovery and business continuity procedures.
- Ensure databases remain secure, reliable and well documented.

3. Systems Infrastructure and Technical Governance

- Act as the primary liaison between MIS, Examinations and IT Services on matters relating to system provisioning, authentication, security, integrations, infrastructure requirements and technical change management.
- Work closely with the College's IT Services team to ensure data systems, databases, integrations and reporting platforms are correctly provisioned, maintained and supported.
- Advise on infrastructure requirements relating to SQL Server, Power BI, CEDAR and associated systems.
- Support the specification, implementation and maintenance of technical environments required for College data services.
- Monitor system performance, availability and resilience, working with IT Services to resolve issues and minimise disruption.
- Contribute to cybersecurity, disaster recovery and business continuity planning relating to MIS and reporting systems.
- Support the management of user access, permissions, security groups and role-based access across data and reporting platforms.
- Ensure systems comply with College information security, GDPR and data governance requirements.

4. Systems Development and Integration

- Maintain and develop the CEDAR system and associated processes.
- Develop and maintain integrations between College systems.
- Design and implement automated data collection, validation and processing routines.
- Support system upgrades, migrations and development projects.
- Liaise with software suppliers and third-party providers on technical matters.
- Act as the technical lead for authentication, access control and data integration requirements relating to College data systems.
- Support the provisioning and de-provisioning of user access to reporting and data platforms in accordance with College security policies.
- Work with IT Services to develop secure and efficient approaches to access management, reporting distribution and system integration.

5. Data Governance and Quality

- Develop validation routines and monitoring processes.
- Support the implementation of data governance frameworks.
- Investigate and resolve data quality issues.
- Ensure reporting definitions and data standards are consistently applied.

6. Management Information Systems Support

- Develop working knowledge of UNIT-e, ILR processes and funding requirements.
- Provide technical support for MIS and funding activities.
- Act as deputy for critical MIS processes during periods of absence.
- Support audit and assurance activities through the production of accurate data and reports.

7. Examination Systems and Reporting

- Maintain and support the technical systems and integrations used for the import, processing and publication of examination results.
- Develop and maintain automated processes for importing awarding body and examination data into College systems.
- Support the secure publication of examination results through learner-facing systems and online services.
- Work with the Examinations Team and IT Services to ensure systems used for results publication are appropriately configured, tested and available during key examination periods.
- Develop monitoring and validation processes to identify data anomalies prior to the publication of results.
- Support the management of user access, permissions and security controls relating to examination data and results systems.

8. Project Delivery

- Lead or contribute to systems and reporting development projects.
- Produce technical documentation and user guidance.
- Manage multiple projects and priorities to agreed timescales.
- Identify opportunities to improve efficiency through automation and technology.

9. Additional Duties

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures, including Health & Safety and Equality & Diversity.
- To contribute to the wider life of the College, including participation in cross-college activities such as marketing, recruitment, outreach, enrichment, and key events.
- To attend meetings for all College staff, as necessary.
- To undertake any other duties appropriate to the level of the post as required by the Principal and designated line manager.

Reviewed by:	*SC / IKL*	*Date of last review:*	*October 2026*