Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

Job description

Post:	Report and Systems Developer
Responsible to:	Head of MIS and Examinations
Coordinates with:	MIS team, Network Services, Assistant Principal, cross-college staff

Summary of responsibilities:

The Report and Systems Developer will play a vital role in supporting the college's effectiveness by designing and maintaining data solutions, reporting tools, and business intelligence dashboards. You will work closely with stakeholders to provide timely, accurate, and accessible data while ensuring our systems remain innovative, user-focused, and secure.

You will also contribute to the development and maintenance of student records systems, while staying up-to-date with emerging technologies to drive innovation and support the college's strategic goals.

Main duties

1. Systems development and maintenance

- Contribute to developing and maintaining the college's student records and tracking systems.
- Support the integration and development of current and future data and student tracking systems.
- Develop user-friendly applications that address evolving requirements.
- Create and maintain technical documentation and training materials for systems and tools.
- Ensure systems and processes comply with security and data protection regulations.
- Stay informed about the latest technologies to implement innovative solutions that enhance college operations.
- Provide training and guidance to staff on using data systems, tools, and reports

2. Report development and data analysis

- Work with college staff to understand data needs and deliver solutions aligned with organisational goals.
- Prepare and deliver accurate, accessible SQL reports for staff, management, and stakeholders.
- Design, develop, and support business intelligence solutions, including Power BI dashboards.
- Support the data validation process to ensure accuracy and reliability of the student records database.
- Support the delivery of accurate and timely information and analysis to meet the changing needs of the college.
- Respond to ad hoc data requests, providing timely and tailored solutions to meet operational needs.
- Conduct relevant validation checks of the student records database.

3. General MIEX responsibilities

- Deliver a high level of customer service, responding promptly to customer needs and follow up with customer feedback to continually improve service delivery.
- Coordinate with the Head of MIS and Examinations and the MIS team in determining and prioritising a schedule of work.
- Other MIS related duties as required by the Head of MIS and Examinations such as participation in key college events e.g. enrolment

4. College responsibilities

- Participate in performance management and professional development activities as required
- Value diversity and promote equal opportunities
- Engage in marketing activities as requested by your line manager
- Work within health and safety guidelines and be aware of your responsibilities for health and safety
- Adhere to college policies and procedures, including data protection
- Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults
- Participate in college activities, including open events, parents' evenings, events, enrolment and induction.

Summary of main terms and conditions

Salary	Points 23 to 26 of the Sixth Form Colleges Support Staff pay spine currently £37,385 to £40,287 per annum.
Working hours	Will require attendance at college 36.25 hours per week (normally between 8.00am and 4.00pm, to be agreed with your line manager). Some flexibility in the hours worked will be expected, this could include some work in the evenings and at weekends and opportunities for some hybrid working.
Pension scheme	You will be auto-enrolled into the Local Government Pension Scheme.
Holidays	The post carries an annual holiday entitlement of 22 days plus 8 days public holidays and efficiency days (to be used during the Christmas shutdown). Holidays are to be taken where possible during college holiday times.
Safeguarding	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
Payments	Your salary will be paid on the last working day of each month by BACS transfer.
Health	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical if applicable.

Date of issue: January 2025

References	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee. The reference will request information about any disciplinary offences, including any relating to children and will ask about your suitability to work with children. Referees will be verified and will be contacted to validate the information contained within the reference.
Reviews	The post is subject to a settling in period.

This job description is current at the date shown and may be amended from time to time after consultation.

Person Specification for Report and Systems Developer

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
You've got...	
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
Degree in a technical subject (e.g., Computer Science, Information Systems, Web Development) or significant practical experience demonstrating equivalent knowledge and expertise.	A
A good general level of education including Level 2 (GCSE or equivalent) qualifications in English and Maths.	A
Proficiency with SQL programming language (further training will be provided for the right candidate).	AI
You're great at...	
These are the **essential** things that you have so you can do the job, without these you won't be considered for appointment.	
Interpretation and analysis of large and complex data sets.	A
Familiarity with Microsoft server management and reporting services (e.g., SQL Server, SSMS, SSRS) or a strong interest in learning these skills.	A,I
Building responsive user focussed solutions.	A, I
Applying accuracy and attention to detail in your work.	AI
Diagnosing, debugging and solving problems creatively.	A, I
Managing workload, prioritising tasks, and meeting deadlines, even when working under pressure.	AI
Working effectively within a team as well as independently	A, I
Having a flexible approach to working practices	A
Showing a commitment to the safeguarding and well-being of all students	I
It would be good if you had...	

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Whilst **not essential**, it would help in the role if you had any of the below or a keen interest to develop the knowledge/skills.	
Experience building user-focused web applications across a range of devices and browsers.	AI
Knowledge of educational settings management software, such as, UNIT-e or CEDAR student platforms (or a willingness to learn).	A
Understanding of data protection and security	A,I
Experience developing Power BI reports/datasets and workflows or an interest in developing this expertise.	A
Experience of developing user and technical documentation for all developments.	A, I