



Erskine Stewart Melville

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JOB TITLE	• Data and Reporting Analyst
DEPARTMENT	• Digital Technology & Data Team
REPORTS TO	• Data and Reporting Lead

ROLE DETAILS	
PURPOSE OF THE ROLE	• The Data and Reporting Analyst will be responsible for supporting the school's data systems and reporting processes. • This role involves ensuring data integrity, developing and maintaining reporting tools, and providing analysis and insights to support decision-making across the school. • The successful candidate will work closely with various departments to understand their reporting requirements and deliver accurate and timely information. • The role will contribute to the continuous improvement of the school's reporting capability and data-driven culture.
ACCOUNTABILITY AND DIRECT REPORTS	• The Data and Reporting Analyst is responsible for carrying out the duties of the role under the direction of the Data and Reporting Lead.
KEY RELATIONSHIPS	• The Data and Reporting Analyst will work closely with the Data and Reporting Lead as well as other members of the Digital Technology & Data team, including the Management Information Systems Lead and Applications Lead. • The role will collaborate with colleagues across the school to understand data and reporting requirements, support system developments, and deliver accurate, timely and insightful reporting.
DUTIES AND RESPONSIBILITIES	• Data Management: Support the collection, storage, and management of data across the school. Ensure data accuracy, integrity, and security through effective data management practices. • Data Analysis: Analyse data to identify trends, patterns, and insights that can inform decision-making. Produce meaningful analysis and recommendations based on data findings. Present analysis in a clear and accessible manner for both technical and non-technical audiences. • Reporting: Develop and maintain, data models, reporting tools and dashboards to provide insights to school leadership and

	other stakeholders. Generate regular and ad-hoc reports as required. • Collaboration: Work closely with different departments, including academic, administrative and IT teams, to understand reporting requirements and provide data support. • Training: Provide support and guidance to staff on reporting tools, dashboards and data-related processes. Assist users in making effective use of data and reporting solutions. Promote good practice in the use and interpretation of data. • Compliance: Ensure compliance with data protection regulations and school policies. Handle sensitive information appropriately and securely. Support the assessment of existing and new applications, systems and processes through the completion of Data Protection Impact Assessments (DPIAs). • Strategy Development: Support the implementation of data and reporting initiatives that contribute to the school's objectives. Assist in the development and enhancement of reporting processes, data models and dashboards. • Application Support: Support the deployment and enhancement of systems through data analysis, data cleansing and migration activities.
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
EXPERIENCE	• Experience developing and maintaining reports, dashboards and data visualisations. • Experience working with large and complex datasets. • Experience gathering requirements from stakeholders and translating them into reporting solutions. • Experience presenting data and insights to both technical and non-technical audiences.	• Experience of working in a school or an education environment.
EDUCATION / QUALIFICATIONS	• Bachelor's degree in Data Science, Information Technology, Statistics, or a related field.	• Relevant certification in Power BI, SQL, Data Analytics or Business Intelligence.
SKILLS / ABILITIES / CAPABILITIES	• Strong analytical and problem-solving skills. • Proficiency in data analysis tools and software (including SQL, Excel and Power BI). • Excellent communication and interpersonal skills.	• Understanding of data modelling concepts. • Experience working with cloud-based data platforms. • Familiarity with Data Protection Impact

	• Ability to work independently and as part of a team. • Attention to detail and a high level of accuracy. • Ability to explain technical concepts and data insights clearly to a range of stakeholders.	Assessments (DPIAs) and data protection principles.
PERSONAL ATTRIBUTES	• Strong organisational skills and the ability to manage multiple tasks simultaneously. • A proactive approach to problem-solving and continuous improvement. • Commitment to maintaining confidentiality and data security. • Enthusiasm for working in an educational environment and supporting the school's mission and values.	