

JOB DESCRIPTION

Job Title: **Business Systems Business Intelligence Developer**

Responsible to: Head of Business Systems

Location: Holybourne

Working as part of the Business Systems team you will specialise in the design, build and maintenance of reports, dashboards and other management information within the School, College and Trust, using various software tools e.g. Power Apps, PowerBI, Power Automate, SQL Server, SharePoint.

This position requires a highly detail-oriented individual with excellent written and oral communication skills

OVERALL RESPONSIBILITY

- To support the organisation in efficient reporting and making data-driven decisions.
- To redesign and improve the flow of data within the organisation.
- To develop systems to improve organisational efficiencies, including automating manual business processes and integrating systems to improve visibility of data.
- Ensure the efficient and effective use of data in support of strategic initiatives.

KEY TASKS

- Design, develop, and optimize BI dashboards and reports using Power BI.
- Create reports and workflows using tools like SQL, Power BI and SSRS (or equivalent)
- Leverage SQL skills to query, manipulate and manage large data sets within relational databases.
- Create, manipulate and manage data within SharePoint 365.
- Use Power Platform apps to build business applications and analyse data.
- Development of workflows, forms and other technologies to improve current manual or automated business processes to generate business efficiencies.
- Provide Technical Support and training, for services under your responsibility to maximise the effectiveness of these services.
- Work closely with teams to understand their needs and create practical, efficient solutions.
- Create documentation, document code/ visualisations and user support materials to agreed standards.
- Develop procedures, policies and protocol as required for the efficient operation of the BI environment at Treloar's.
- To liaise with members of the Tech Hub, in support of other applications maintenance and development activities
- As part of the Tech Hub Team, contribute to a professional and effective customer-focused Help Desk.
- Stay up to date with technologies and practices through formal external training, on the job training, interaction with co-workers and self-learning.

OTHER

- To Support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
HR Department
November 2025

Person Specification – Business Systems BI Developer

MINIMUM	DESIRABLE
Qualifications 1. Minimum of Level 2 qualification in literacy and numeracy 2. IT related degree/equivalent or significant work-based experience	1. Microsoft Power Platform certification
Experience/Knowledge 1. Experience using Power Platform apps 2. Knowledge of Power Query, DAX and JSON 3. Experience of SQL Server 4. Experience of SSRS or equivalent 5. Experience with SharePoint Online and Microsoft 365 6. Experience with data integration from various sources 7. Requirements gathering and analysis	1. Good understanding of GDPR 2. Experience of working with educational/care data
Skills and Abilities 1. Able to collect, analyse and present complex data and information required to fulfil their role. 2. Can document their work to required standards 3. Can effectively communicate with colleagues and other third parties	
Personal Qualities 1. Experience of working collaboratively with others 2. Ability to manage priorities and plan workload 3. Ability to work without direct supervision 4. Excellent interpersonal and communication skills 5. Reliable and punctual 6. A commitment to promoting and safeguarding the welfare of students	1. Confident in training and presentation skills
Physical Requirements 1. Able to cope with the physical demands of the role	
<u>TRELOAR TRUST IS COMMITTED</u> <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u> All successful candidates will be subject to a DBS Check along with other relevant employment checks	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY.

Salary: £35,432

Hours: 36.5 hours per week

If you have not heard from us within 3 weeks of the closing date please assume you have been unsuccessful at this time.