



Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

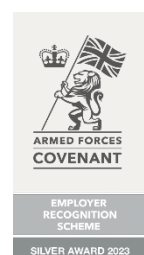
Job Title: Junior Systems Developer
Responsible to: Systems Development Manager
Accountable to: Director of MIS

Job purpose

Working closely with the Systems Development Manager and the Development Team to provide systems support, data analysis and report writing services to customers across all levels and departments within the college.

Key responsibilities

- To assist in the configuration and ongoing support of essential business systems ensuring that the applications are used to their best effect.
- Interrogate databases and produce SQL queries to solve business problems
- To respond to ad hoc queries
- Develop reports in SSRS to help the college understand and measure performance indicators
- Provide technical advice and support to internal end users
- Analyse, manipulate and provide information to customers using Microsoft Excel.
- To respond to customer queries in a timely and efficient manner.



Professional Standards

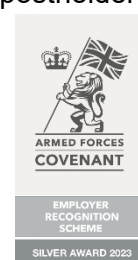
- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.



Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our learners and customers first - Prioritising learners and their learning and progress, realising their potential, delighting our customers

We recognise that people are our greatest asset - Retain and recruit the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity

We pursue excellence in all we do - A passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We are open to change - Looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands (especially as a result of Covid-19), maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

We operate ethically and responsibly - Acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect.

PERSON SPECIFICATION

Qualifications

- Hold a degree in Information Technology, Mathematics, Science, or a closely related subject
- Achieved GCSE grade 4 (or above) in English and Maths, or equivalent qualifications

Experience and knowledge

Essential:

- Experience of interpreting complex rules and procedures, to support problem solving
- Ability to analyse, interpret and summarise large or complex datasets
- Experience of using a database to extract data or have experience of programming.



Desirable:

- Experience of writing database queries using SQL
- An understanding of data management systems and reporting
- Experience of report writing Microsoft SSRS or similar
- Experience of web based or client-based application development

Skills and abilities

- Previous customer service experience, even if this isn't from an IT setting
- A methodical approach, plus ability to plan, prioritise and manage your own workload
- Strong technical, troubleshooting and problem-solving skills and the ability to challenge the status-quo and think laterally
- Proficiency in the use of MS Office and in particular Word and Excel
- The ability to document processes and procedures in a clear, concise and logical manner
- A strong attention to detail
- The ability to work under pressure and meet tight deadlines
- Strong literacy, numeracy and organisational skills
- Interpersonal skills - good communication skills - both oral and written, and the ability to communicate in a clear and polite manner with a wide range of internal customers and external contacts at all levels.
- An appreciation of the importance of good team work, sharing ideas, and the confidence to know when to use own initiative
- The ability to work in a confidential manner, handling sensitive information appropriately according to college guidelines.
- Self-motivation and a willingness to learn and develop new skills
- The ability to grasp new concepts quickly and to generate fresh ideas
- A willingness to work flexibly to enable the College to achieve its priorities
- A commitment to operating always in a healthy and safe environment
- Must demonstrate suitability to work with children and vulnerable adults
- To contribute to and maintain College values

Updated June 2026

