



**WORK AT
SHIPLEY
COLLEGE**

Data Solutions Specialist

Shipley College - Great people, great place!

Hours: 37 hours per week, full year post, permanent

Salary: £26,935 - £29,048 per annum FTE

Closing Date: Wednesday 2nd September 2026 at 9am ***(We may close the advert early if sufficient applications are received. Early application is advised)***

Interview Date: To be confirmed

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

Would you like to join a high-performing team in a beautiful location, working in a dynamic and varied role where your expertise will make a real difference?

We are seeking a highly organised and detail-oriented Data Solutions Specialist to support the Network & Data Manager in establishing a new data solutions function within the College. This is an exciting opportunity to play a key role in developing and maintaining high-quality reports and business intelligence solutions that will support senior leaders in making informed decisions and delivering the College's strategic priorities.

The successful candidate will have strong IT skills and experience of working with data and business intelligence tools. You will possess excellent analytical skills, a meticulous approach to accuracy, and the ability to manage multiple priorities in a fast-paced environment. You will be proactive, adaptable and committed to delivering high-quality outcomes, with a focus on continuous improvement and exceptional service.

If you are self-motivated, highly organised and able to work effectively both independently and collaboratively as part of a professional team, we would be delighted to hear from you



Benefits we offer include:	We are looking for someone who has:
• Pension Schemes • Professional Development opportunities • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • Shopping discounts with discount app • Enhanced Annual Leave *qualifying period applies	• Level 2 (GCSE equivalent) in English/literacy and Maths/numeracy • Proficiency in utilising IT tools and technologies • Excellent customer service and interpersonal skills, friendly and helpful attitude • Ability to organise and prioritise work, meet deadlines, maintain confidentiality, work with accuracy and attention to detail. • Able to act on your own initiative and provide leadership to colleagues

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk.

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.
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Job Description

JOB TITLE	Data Solutions Specialist
RESPONSIBLE TO	Network & Data Manager

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

The Data Solutions Specialist plays a pivotal role for maintaining, configuring, and developing the College's core data systems, ensuring seamless integration, high availability, and data security across operational platforms.

The role will see you work with the Network & Data Manager to assure that critical systems are kept up-to-date, reducing downtime whilst providing continued system upgrades. The role will also be working closely with the Management Information (MI) team, with the Network & Data Manager, to optimise system architecture, automates departmental trackers, and delivers reliable reporting data, with technical support to drive organisational efficiency and provide confidence in the data used for reporting.

DUTIES AND RESPONSIBILITIES

- Maintain, administer and develop the College's data systems, including system upgrades, configuration and user administration.
- Work closely with the Management Information (MI) team to identify system requirements, issues, opportunities for improvement and future development needs.
- Provide regular updates to the Network & Data Manager to support system planning, development and prioritisation.
- Develop a strong functional understanding of the data held within College systems, including its structure, location and relationships within databases.
- Work with the Network & Data Manager to research, develop and implement data and system solutions that meet College business requirements.
- Support the automation, streamlining and improvement of departmental data processes, trackers and reporting.
- Develop, maintain and automate reports to provide accurate and timely management information.
- Support the testing and implementation of system developments, upgrades and new functionality.
- Provide functional support and guidance to staff in the effective use of College data systems and reporting tools.
- Maintain functional knowledge of key College systems and technologies, including technologies such as SQL, SQL Server Reporting Services, Microsoft 365, Google Workspace, MIS, HR, Finance and Payroll systems.
- Ensure data systems and processes are maintained to a high standard of accuracy, consistency, efficiency and security.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 in literacy and numeracy or equivalent. You must be able to show the original certificates at the interview.
Relevant IT qualification
Experience with Google Workspace applications / Microsoft 365 Suite
Experience with administration of Windows Server operating systems
Commitment to continued professional development
Excellent communication & interpersonal skills
Ability to work as part of a team as well as independently

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Excellent organisational skills, adopting a methodical approach to problem solving and automating processes where practical
Knowledge of SQL Server & SQL Server Reporting Services
Knowledge of VMWare, Hyper V, ESXi or other Hypervisors
Knowledge of MIS, HR, Finance, and Payroll systems
Ability to work flexible hours when required to meet the needs of the business

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Senior Leader Team

Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of students agree that the College is a safe place to learn
96% of students agree that College staff are friendly and helpful

