



WESTMINSTER SCHOOL

School Business & Systems Analyst – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to NVQ Level 5 or equivalent	Yes	
	Evidence of ongoing professional development in business analysis, digital change or related disciplines		Yes
	Bachelor's Degree (or equivalent) in a relevant subject (e.g. Business, Information Systems, IT)		Yes
	Business analysis or project-related qualifications (e.g. BCS, Agile, PRINCE2)		Yes
Knowledge/Experience	Experience working with education specific third-party suppliers or system vendors		Yes
	Proven experience working as a Business Analyst or in a similar analytical role	Yes	
	Experience eliciting, documenting and managing organization and functional requirements	Yes	
	Experience analysing and improving processes	Yes	
	Experience working with IT systems, digital platforms or data-driven solutions	Yes	
	Experience supporting projects through the full lifecycle	Yes	
	Experience working in an education, public sector or similarly regulated environment		Yes
	Understanding of safeguarding, data protection and information governance considerations	Yes	

	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of their work	Yes	
Skills and abilities	Strong analytical and problem-solving skills	Yes	
	Ability to communicate clearly with both technical and non-technical stakeholders	Yes	
	Ability to facilitate workshops and structured discussions	Yes	
	Ability to manage multiple priorities and work across several initiatives simultaneously	Yes	
	High level of organisation, attention to detail and documentation quality	Yes	
	Professional, collaborative and customer-focused approach	Yes	
	Ability to work independently while contributing effectively as part of a team	Yes	
	High level of discretion, integrity and sound judgement	Yes	