



TONBRIDGE
SCHOOL

BUSINESS INTELLIGENCE & DATA ANALYST



THE DEPARTMENT AND POST

The Business Intelligence & Data Analyst is a new role with significant scope to shape how Tonbridge School and The New Beacon understand and use their data. Reporting to the Director of IT & Digital, the post-holder will design and deliver analytics solutions that support strategic and operational decision-making across both schools.

Power BI is the School's primary analytics platform and will form the core of this role. The post-holder will combine strong technical capability in data modelling, integration, and visualisation with the analytical ability to interpret data, identify patterns, and communicate findings clearly to a non-technical audience. This is a hands-on role that requires both the skill to build robust analytics infrastructure and the confidence to sit with senior leaders and explain what the data means.

Admissions will be a key area of focus, reflecting the strategic importance of data-driven insight in the School's recruitment and market positioning. The analyst will develop an ongoing analytical partnership with the Admissions team, providing sustained insight across recruitment cycles. The post-holder will also work in close technical collaboration with the Product & Intelligence Lead, contributing analytics and AI-assisted features to internal digital platforms and selected external products.

Beyond this, the role will work directly with stakeholders across both schools, including the COO, senior leaders, Finance, IT & Digital, Pastoral and Boarding, Academic Administration, Global Futures, Tonbridge Society, HR, and Co-curricular programmes.

The post-holder will operate with significant autonomy, taking ownership of their work from scoping through to delivery and making sound judgements about how best to serve the School's evolving analytical needs.



JOB DESCRIPTION

Job Title	Business Intelligence & Data Analyst
Reporting to	Director of IT & Digital
Working with	Product & Intelligence Lead
Team	IT & Digital Department / Product Intelligence Team
Main Purpose	<p>Reporting to the Director of IT & Digital, the post-holder will design and deliver analytics solutions that support strategic and operational decision-making across both schools.</p> <p>The analyst will develop an ongoing analytical partnership with the Admissions Team, providing sustained insight across recruitment cycles. The post-holder will also work in close technical collaboration with the Product & Intelligence Lead, contributing analytics and AI-assisted features to internal digital platforms and selected external products.</p> <p>The role will work directly with stakeholders across both schools, including the COO, senior leaders, Finance, IT & Digital, Pastoral and Boarding, Academic Administration, Global Futures, Tonbridge Society, HR, and Co-curricular programmes.</p>

MAIN DUTIES

Analytics & Strategic Insight

- Lead, design, develop, and maintain analytics and reporting solutions that deliver clear, actionable insights for senior leaders, key people, and departments, including the COO, Deputy Head (Admissions), Director of Finance, Deputy Head (Pastoral), as well as Academic, Admissions and Finance teams.
- Work directly with departments across both schools to understand their data needs and translate operational and strategic questions into effective analytics solutions.
- Engage directly with senior stakeholders to interpret and refine evolving questions and informal discussions, shaping them into trusted analytics and reporting that leaders can confidently use, explain, and act upon.
- Manage analytics-related priorities, working towards strategic objectives agreed with the Director of IT & Digital and contributing to the department's agile delivery processes where analytics work intersects with product development.

Data Infrastructure & Reporting

- Deliver dashboards and reports using existing analytics platforms (currently Power BI), ensuring outputs are reliable, well-modelled, and easy to interpret.
- Build and maintain robust data models and semantic layers, ensuring data accuracy, consistency, and performance.
- Define and maintain documentation for datasets, measures, and reporting logic to support transparency and governance, contributing to the development of the School's data governance framework.
- Improve and uphold analytics standards, visual consistency, and best practices across both schools.
- Identify opportunities to automate recurring and manual reporting processes, building repeatable solutions that improve efficiency and data quality.

Product & Technical Collaboration

- Enhance analytics capabilities within internal digital applications, supporting data-driven and AI-assisted features.
- Work closely with the Product & Intelligence Lead, who oversees technical standards and data architecture across the department, to ensure quality and consistency in data models, reporting logic, and platform infrastructure.
- Contribute analytics features to external-facing products where appropriate, supporting the commercial value of the School's digital platforms.
- Explore and trial emerging analytics and AI capabilities (e.g. Azure AI Services, LLM-based features) in a controlled and pragmatic way, in collaboration with the Product & Intelligence Lead.
- Ensure analytics and AI features are scalable, secure, and maintainable within wider product architectures.

Support & Operational Responsibilities

- Provide support for analytics and dashboard-related issues, including Power BI troubleshooting and data queries.
- Support key operational periods (e.g. exam results, reporting cycles, parents' evenings) where analytics systems are critical.
- Maintain operational and technical documentation in line with data governance and product development standards.

Professional Responsibilities

- Maintain up-to-date knowledge of analytics approaches, reporting tools, and applied AI.
- Contribute to the department's agile delivery processes where analytics work intersects with product development, participating in planning and review as appropriate.
- To undertake any other duties as may be reasonably required by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School and The New Beacon, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in our Schools he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Skills & Experience

Essential

- Experience delivering analytics and dashboards for decision-makers using modern BI or reporting tools (e.g. Power BI).
- Strong working knowledge of SQL (or similar query languages such as MySQL, PostgreSQL, or NoSQL variants) to extract, model, and validate data across diverse analytics sources.
- A strong understanding of data modelling, data transformation, and semantic-layer design.
- Demonstrable analytical thinking: the ability to examine data, identify meaningful patterns, and draw conclusions that inform decisions. Able to communicate insight clearly to non-technical audiences, including senior leaders.
- Experience working with relational databases and structured data sources.

- Able to work autonomously, making sound judgments about approach and priorities while maintaining alignment with the strategic direction set by the Director of IT & Digital.

Desirable

- Experience integrating analytics into web or application products.
- Familiarity with Azure data and analytics services, including exposure to AI capabilities.
- Experience working within an Agile or iterative delivery environment.
- Experience working in an independent school environment or a similar complex organisation with multiple stakeholder groups would be beneficial for understanding the operational context that shapes the role.

Personal Attributes

- Ability to work effectively independently and as part of a team, contributing positively to team operations and working relationships.
- A confident communicator who is approachable and patient, capable of articulating technical concepts to a non-technical audience and building productive working relationships with stakeholders at all levels.
- A highly organised approach to work, with the ability to manage time effectively and meet project deadlines.
- A commitment to continuous professional development, with a willingness to learn new technologies and methodologies.
- An eye for detail, ensuring high-quality output in all aspects of analytics and technical work.
- High level of personal drive, self-motivated and a proactive and 'can do' attitude with a positive outlook.
- Team player with willingness to support others in their roles.

HOURS OF WORK

This is a full time, all-year-round post of 37.5 hours per week, nominally Monday to Friday from 8.30/9am to 5/5.30pm, with a 1-hour unpaid lunch break.

In addition, there will, from time to time, be a requirement to participate in issue resolution management outside these core hours. Flexibility will be required to support the full operation and demands of the School if such issues arise.

Hybrid working arrangements are available and can be discussed. The post-holder will be expected to be on-site for days dedicated to working with the Admissions team and other senior stakeholders, ensuring that face-to-face engagement is prioritised where it adds the most value.

REMUNERATION AND BENEFITS

Highly competitive annual salary dependent on qualifications, skills and experience.

- Pension scheme
- Generous annual leave plus statutory bank holidays
- CPD opportunities
- Opportunities for development and progression
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

PROFESSIONAL DEVELOPMENT

- We are committed to fostering an inclusive and diverse IT & Digital team, supporting professional development and growth for all employees.

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Interested candidates should contact Fraser Young at Morgan Hunt with any questions and to submit an application.

Fraser Young: fraser.young@morganhunt.com

Closing Date: Thursday 7 May 2026 at 10am

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.



**TONBRIDGE
ONLY CONNECT**

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TONBRIDGE-SCHOOL.CO.UK

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