APPOINTMENT OF DATA OFFICER

Full-Time, Permanent



TROUTHE AND HONOUR · FREDOM AND CURTEISYE ·

ST GEORGE'S EDINBURGH

St George's School, Garscube Terrace, Edinburgh, EH12 6BG
HR Department Tel: 0131 311 8059 Email: office@stge.org.uk

MESSAGE FROM THE HEAD
MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



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What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

An all-through school

St George's is the only all-through girls' school in Edinburgh for girls from 2 to 18 years. Boys are welcome in the Little Dragons Nursery and St George's preschool.

Nearly 500 girls from ages 2 through to 18 flourish in their own sections of the school. Nursery accommodates children from 2 through to age 5; Junior School takes girls from age 5 to 10 through P1 to P5. In our unique structure, Middle School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.



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Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post- school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

Campus and facilities

St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield.



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Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.



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VACANCY DESCRIPTION

DATA OFFICER

Job Purpose

- To be responsible for the integrity, integration and use of data across all school systems, including but not limited to the MIS, SOCS, Schoolpost, My School Portal, Evolve, CPOMs, SchoolCloud, Every HR, and the school's CRM provider. The aim will be to support a data culture forward and continue its enhancement within the school and support the smooth operation and efficient running of the school's data systems.
- The Data Officer will ensure that the systems are developed to meet the needs of the school and will be responsible for timely, effective and efficient interaction with members of the school community in relation to access and use of data systems.
- The Data Officer will also turn school data into clear, timely and reliable insight for the Senior Leadership Team, Heads of Department and Governors, covering pupil progress, achievement and attainment, admissions and pupil numbers, and operational measures, so that decisions across the school are effectively informed by evidence.
- The role also involves working collaboratively with academic colleagues and the Senior Leadership Team (SLT) to support and advance the school's pastoral and academic objectives, ensuring alignment within the school's wider educational priorities.

Accountable to

Head of IT

Key responsibilities

The following provides a main overview of the main duties and responsibilities for the post holder but is not exhaustive and can be subject to change.

<u>Management Information System</u>

- To facilitate the development and use of the MIS to support school services;
- To support relevant staff in use of modules within the MIS to ensure the smooth running of school services;
- To ensure the integrity and security of the data held in the MIS;
- To organise and distribute on-line support material for the school intranet, including offering drop-in support times and staff training as required;



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- Be a point of contact for all staff for the MIS, liaising with users and the MIS provider about any issues, development requests, and undertake the necessary troubleshooting;
- To complete all necessary preparation and provision of the system for each academic year by early August, to include adding new staff and students, timetable, calendar, event and meeting data;
- To set up curriculum structure within the MIS and liaise with the Deputy Head: Academic and timetabler regarding any changes;
- To organise and supervise accurate set up of all required class lists and groups for academic and activity use;
- To undertake regular maintenance tasks such as the annual rollover of data and the archiving of staff and student leavers (in liaison with HR and IT);
- Provide the data export required by internal sources and external organisations (e.g. data files for photographers) and support the import of required externally supplied data (e.g. staff photos, examination base data);
- Assist with the preparation of annual data collection;
- To be responsible for data entry and cleansing tasks;
- Undertake annual data integrity checks;
- To oversee the school's reporting cycle set up in the MIS and provide relevant tracking reports as requested;
- To produce ad hoc and regular scheduled reports for academic and support staff using SQL Server Reporting Services (SSRS);
- Monitor MIS operations to ensure optimal performance at all times;
- Maintain a clear understanding of the Data Protection Act and the implications that it has for managing school data, and ensure that the School complies with GDPR and the Data Protection Act 2018.

<u>Statutory and Sector Returns</u>

- Prepare and submit accurate, on-time data for the Scottish Government independent schools census, the SCIS and ISC censuses, and any other regulatory or inspection requests.



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Attainment Analysis

- Work with the Deputy Head: Academic and Exams Officer to analyse SQA (and any other qualification) entries and results, and baseline / value-added data, producing departmental and whole-school analyses including results-day reporting in August.

Dashboards

- Develop and maintain dashboards for pupil tracking, attendance, admissions pipeline and pupil-number forecasting, presenting data in a way that non-specialists can act on.

Pupil Numbers and Fees

- Provide reliable pupil-number, admissions and leaver data to the Business Director and Finance team to support budgeting, fee billing and forecasting, and reconcile MIS data with the finance system.

Data Quality

- Own a data-quality framework for the school, including a data dictionary, agreed definitions, documented procedures and clear ownership of each dataset, so that there is one trusted version of key figures.

Integration and Automation

- Identify and implement opportunities to automate manual processes and integrate systems (e.g. via APIs, scheduled imports/exports), reducing duplicate data entry across departments.

Access Control

- Manage role-based user permissions across data systems, including timely set-up and removal of access for starters, leavers and role changes, and periodic access reviews.



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Other

- Support key administration and teaching staff to champion for the school systems that support operations e.g. Evolve, CPOMs, SOCs.
- Staff training.

Data Protection and Information Security (supported by a retained external advisor)

- Support the Head and the Business Director with subject access requests, data retention and secure disposal schedules, the Record of Processing Activities, and Data Protection Impact Assessments for new or changed systems;
- Follow and help maintain the school's data breach procedure, reporting any actual or suspected breach immediately;
- Ensure particularly sensitive data (e.g. safeguarding, pastoral, medical and additional support needs records) is held with restricted access appropriate to need-to-know;
- Assess data processing arrangements with third-party system providers in liaison with the DPO and Business Director.

School Community

- The post holder will be available to support the school community with problems and issues relating to the school data systems between 8.30am and 4.30pm during term time;
- Where practicable the post holder will be available to support emergency access to data or use of school data systems for distribution of information outwith normal school hours, but will have responsibility for training senior staff in use of systems that may be required in such circumstances;
- Prior to the commencement of each session, and as required during the session, the post holder will oversee Permissions for Data Access and Sharing for students.



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Business Continuity

- Maintain documented procedures and backup arrangements so that essential data (e.g. emergency contacts, medical information, registers) can be accessed if a system is unavailable, including during a lockdown or evacuation.

Other Data Systems

- To set up, support and maintain other data systems as used in school (e.g. SOCS and Schoolpost);
- To ensure appropriate liaison with the school community about access and use of these data systems.

General

- To improve educational awareness, by attending and supporting staff training sessions and increase personal understanding of how the MIS and other systems are used in specific contexts;
- To perform training on school systems as part of the new staff induction.
- To attend and take part in all relevant meetings with colleagues as required;
- To participate in aspects of staff development as relevant to the role, including attending appropriate in-service days and taking part in the Professional Review process;
- Be familiar with and practise school policies, in particular relating to Data Protection, GDPR (or other relevant legislation), Health and Safety, Confidentiality and Child Protection;
- Helping to create and promote an image of the school which is in accordance with its aims.
- Complete mandatory safeguarding/child protection, data protection and cyber security training on appointment and at the required intervals;



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Key Periods

- Annual leave should be planned around peak periods for the role, including SQA results day and pre-session set-up in August, the annual rollover, and census deadlines;
- The appointment is subject to satisfactory membership of the PVG Scheme (Disclosure Scotland), references and the school's safer recruitment checks.

Addendum

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. Further details of duties, responsibilities and procedures can be obtained from the Staff Handbook.
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The post holder may also be required to perform any other duties as may be reasonably required as far as is relevant to the post holder's grade and level of responsibility and for which the post holder has the necessary experience and/or training.



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Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

Hours of Work

8.30am to 4.30pm, Monday to Friday.

6 weeks and 8 days annual leave entitlement.

Remuneration

£42,000 - £45,000 per annum, dependent on skills and experience.

Key dates

Closing Date - 25th November 2026

Interviews - Expected to be held the week beginning 30th November 2026

