



Data Operations Lead

JOIN OUR TEAM





A STATE BOARDING SCHOOL?

What is a state boarding school?

In a state boarding school, the education provided between 8.30 am and 3.35 pm is financed by government through the Local Authority - in our case Surrey County Council. Everything else: the boarding provision, meals and the activities that we run, is financed by the charges paid by parents.

We have two categories of students:

Full Boarders - whose parents currently pay around £22,000 per year (compared to around £38,000 for a major independent boarding school). There is no reduction in charges for weekly boarders. Around 200 boarders remain at School on Saturday nights.

Flexi Boarders - who are attached to boarding houses, are entitled to all meals, take part in all activities and sleep between 7 and 10 nights per year in School. Flexi Boarders can stay at the School from before breakfast until the bedtime of their year group. The yearly charge for Flexi Boarders is less than £9,000.

We have Saturday morning enrichment lessons, compulsory for all students up to Year 11. There are no compulsory exeat weekends.

Places for local Flexi Boarder students are very heavily oversubscribed.



ABOUT OUR SCHOOL



The Royal Alexandra and Albert School has a long history. Originally the School was two orphanages: the Royal Alexandra School, founded in 1758, and the Royal Albert School, founded in 1864 as a national memorial to Prince Albert. An Act of Parliament amalgamated both institutions in 1949 to create the current School. For much of their history both orphanages enjoyed Royal Patronage which has continued to this day; the School's President is Her Royal Highness the Duchess of Gloucester.

The School is located in 260 acres of beautiful parkland in Gatton Park near Reigate, Surrey, within short distance of Gatwick and Heathrow airports, as well as London. It is in an ideal location for students and staff to live. Our large site allows us to have extensive sporting facilities, including floodlit all-weather sports pitches, fitness centre, indoor swimming pool and equestrian centre.



The Royal Alexandra and Albert School is a co-educational, non-selective state boarding school, for boys and girls aged 7 - 18, with compulsory Saturday morning enrichment lessons and longer holidays.

This is a boarding school with Flexi Boarding students attending from the local area and a lively community of around 300 Full Boarders, heavily involved in a wide range of after-school and weekend activities and trips. With around 1,000 pupils, the School has grown gradually, maintaining its focus on strong academic results and quality pastoral care.

Our Ofsted inspection of March 2024 states "pupils are happy and well cared for at Royal Alexandra and Albert School. They benefit from positive relationships with staff across the school. Pupils feel safe, confident that if they report any concerns or worries they will be dealt with".

The Royal Alexandra and Albert School continues its long history of providing pupils with rich and valuable life experiences and opportunities, in and out of the classroom, with remarkable wrap around care in a close-knit community.



"Pupils benefit from an exceptionally wide variety of opportunities to develop their skills and interests outside of their taught lessons"

Ofsted 2024



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A MESSAGE FROM OUR HEADTEACHER

At The Royal Alexandra and Albert School, we pride ourselves on our commitment to providing a nurturing environment where every individual is valued, supported and encouraged to reach their full potential.

Our recent Ofsted report highlights the significant strides we've made in addressing areas for improvement, including reading, curriculum progression and personal development. Through the dedication and industriousness of our colleagues, we've seen marked improvement in our school's performance, a testament to our shared vision of enhancing the life chances of our young people.

A key strength of our school is the positive relationships between staff and students, fostering a culture where pupils feel safe, cared for and confident in reporting any concerns. We believe in not only academic achievement but also holistic development, as evidenced by our 'Outstanding' grading for personal development. From our diverse co-curricular offerings to our commitment to adaptive teaching and consistent behaviour policies, we are continuously striving to provide the best possible learning environment for all.

As we celebrate our achievements, we also recognise that there is still work to be done. Moving from 'Good' to 'Outstanding' is our next goal, and we are committed to the ongoing journey of improvement.

I invite you to join us on this journey of excellence, where together, we can empower the next generation to thrive and succeed. Thank you for considering The Royal Alexandra and Albert School as a place to inspire and be inspired. We look forward to welcoming you to our vibrant community.

M.P. Thomas BSc(Hons), PGCE (Cantab)
Executive Head

WHAT WE STRIVE FOR



PURPOSE

We exist to give our children a distinctly different start in life, preparing them for the world with hope, optimism, compassion and empathy.

VISION

Our community enhances lives, ignites curiosity and inspires compassionate leaders.

OBJECTIVES

- An ambitious and effective curriculum
- Exceptional behaviour and attitudes
- Exemplary personal development
- Inspirational and transformative leadership
- Excellent boarding and co-curricular provision
- Life enhancing opportunities through our charitable aims

GOALS

- Outstanding Section 5 inspection
- Outstanding Boarding and Social Care inspection
- Effective and sustainable use of resources



VALUES



Ambition



Courage



Integrity



Respect





MEET OUR STUDENTS

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Ofsted Report 2024

We are incredibly proud of our students. The School's renewed behaviour policy is effective in supporting good behaviour, as was stated in our recent Ofsted report.

You will be teaching and supporting children who know the value of their education and have a strong willingness to learn.

Happy children are the easiest to teach which is why pastoral care at our school is one of our highest priorities.

The School has a large number of informed and engaged parents who actively support the work you will be doing with their child. We communicate with parents in a variety of ways, including weekly newsletters, one-to-one meetings, parental consultation evenings, social media and emails.

Our School Foundation supports around 10% of our total students with life-changing bursaries. The core purpose of the Foundation is to accommodate and educate 'Foundationers'. These are students who would benefit from a boarding education and whose parents or guardians are unable to afford such boarding charges.



OUR COLLEAGUES

We believe we have excellent teaching and support teams. There is a high level of professionalism and mutual respect across all our staff. The school leadership will always be ready to support you wherever necessary. As a member of staff at The Royal Alexandra and Albert School you will be part of a strong community that includes over 100 members of staff who live on site, some with their families and pets. There is also a collective sense of pride in the School and the children.

You will work within a departmental structure ensuring that you have key colleagues to liaise with and who offer ongoing support and guidance. Departments meet regularly and there are many informal opportunities to meet and discuss issues. Performance management is run via departmental line management.

As a School we have a large number of support staff, including Learning Coaches. Team work and continuous dialogue ensure that we can provide the best teaching and learning experience for students.

A large number of teaching and non-teaching staff also work within one of our eight boarding houses. This provides extensive opportunities to get to know students, both Boarders and Flexi Boarders, outside of the classroom. Teachers and support staff are able to provide ongoing academic support as well as ensuring that all children feel safe, secure and happy in their boarding house.



JOB DESCRIPTION

Post Title: Data Operations Lead
Reporting to: Head of School
Salary: £31,330.78 (FTE £39,031.74)
Contract type: Permanent
Hours: 37.5 hours per week (8:30am to 4:30pm), 39 weeks per year (term time plus 4 weeks)
Start Date: September 2026

The Role

To provide whole-school leadership for the effective operation, development and integrity of the school's data systems and processes, ensuring that information is accurate, accessible and used purposefully across the organisation.

The postholder will lead the strategic and operational oversight of the school's management information and data processes, championing consistency, accuracy and continuous improvement. They will support senior and middle leaders through the provision, interpretation and presentation of high-quality information to enable effective planning, monitoring, evaluation and decision-making across the school.

Key Responsibilities

Data Leadership

- Champion high standards in data quality, process discipline and information management across the organisation.
- Work closely with senior and middle leaders to ensure that data is accessible, well understood and used purposefully to support planning, monitoring, evaluation and decision-making.
- Lead the development of a consistent whole-school approach to the use of information, ensuring that data supports both day-to-day operational effectiveness and longer-term improvement priorities.

Data Management & MIS Administration

- Lead the effective day-to-day operation, development and quality assurance of the school's management information system, ensuring the integrity, accuracy and security of pupil and staff data.
- Manage the annual academic rollover process, ensuring that the new school year, registration structures, calendars and core system settings are established accurately and in a timely manner.
- Oversee the school's reporting cycles, ensuring that data collection, report production and associated processes are accurate, efficient and well coordinated.
- Produce accurate and timely analysis of attainment, progress, attendance and behaviour data to support senior leaders, middle leaders and governors in monitoring performance and informing school improvement.



- Support the effective maintenance of timetable, student grouping and subject data within the MIS, working closely with relevant leaders where required.
- Lead the completion and submission of the annual DfE School Census and other statutory data returns, ensuring accuracy and adherence to required deadlines.
- Oversee the effective integration and use of the MIS with other school systems and third-party platforms, supporting ongoing review and improvement where appropriate.

Information Governance & Data Protection

- Support and coordinate the school's information governance and data protection processes, ensuring that data is managed in line with statutory requirements, school policy and good practice.
- Maintain accurate and up-to-date records relating to data assets, retention and information handling across relevant systems.
- Coordinate the administrative processes relating to Subject Access Requests (SARs), Freedom of Information (FOI) requests and data-related queries, ensuring accurate records and the timely preparation of documentation.
- Liaise with senior leaders, external advisers, the Data Protection Officer and relevant agencies as required in relation to information governance matters.
- Promote consistent and secure data handling practices across the organisation, supporting a culture of accuracy, accountability and professional discipline in the use of information.

Staff Support & Training

- Act as the school's lead professional for MIS and data processes, providing guidance and support to teaching and support staff on the effective use of data systems and associated processes.
- Deliver training and support for staff in relation to data entry, attendance recording, reporting processes and the consistent use of the MIS.
- Act as a key liaison between school staff and the IT team in resolving system issues, implementing upgrades and supporting the development of system functionality.
- Develop and maintain clear operating procedures, guidance documents and protocols to promote consistency, accuracy and efficiency in the use of data systems across the school.

This is not an exhaustive list and these roles and responsibilities may be modified, in discussion with the Executive Headteacher/Head of School as the organisation's priorities and strategic aims change.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.



- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The school reserves the right to appoint prior to the closing date.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience, knowledge and skills	• Extensive experience using SIMS (School Information Management System) in an educational setting. • Experience administering public examinations and a thorough understanding of JCQ regulations. • Analytical Skills: Ability to analyse complex data sets, identify trends, and present information clearly to non-technical colleagues. • Organisation: Exceptional organisational skills with the ability to prioritise competing demands (e.g., simultaneous census returns and exam weeks). • Attention to Detail: A critical eye for detail to ensure 100% accuracy in exam entries and statutory data returns. • Communication: Strong interpersonal skills to work collaboratively with academic staff, support staff, parents, and exam boards. • Pressure Management: Ability to remain calm and effective under pressure, particularly during exam seasons.	• Experience assisting with academic timetabling. • Advanced skills in Microsoft Excel (e.g., lookups, pivot tables) and experience with data visualisation tools (e.g., PowerBI, SIMS Discover) is highly desirable.
Personal	• Proactive: A forward-thinking approach to problem-solving and system improvement. • Integrity: Ability to handle sensitive and confidential information with discretion. • Commitment: Dedicated to supporting the School's ethos and values, helping every student strive for success.	

EXTRA BENEFITS

As a member of staff at the Royal Alexandra and Albert School, you will be part of a dedicated, diverse and vibrant community. We value our teachers and support staff, and aim to make the School an environment that is supportive and welcoming.

Benefits include:

WELLBEING:

- All staff are entitled to free lunch in the School's Dining Room when on duty. There is a varied menu, including vegan and vegetarian meals, which is constantly changing to meet the wants and needs of students and staff.
- The School's 25-metre indoor swimming pool and fitness centre are open to members of staff free of cost. For both facilities, time slots are scheduled for the use of members of staff only.
- Access to an Employee Assistance Programme to support physical and mental health and wellbeing.
- Consideration for flexible working.
- Free eye tests.
- There are a number of social events for staff which take place throughout the year, including theatre trips, book clubs, quizzes and staff sports such as yoga, football and rugby. Reduced price theatre tickets are also available as part of the staff extra-curricular activities programme.

ADMISSIONS:

- The School's Admissions Policy gives a higher priority to the children of members of staff.
- All full time staff, teaching and non-teaching, are entitled to a discount on remission of charges (pro rata for part-time staff).

PENSION SCHEME: The School offers membership to appropriate pension schemes for non-teaching staff members and membership to the teachers' pension scheme.

PROFESSIONAL DEVELOPMENT:

- The school supports continuous professional development.
- Supportive appraisal policy.

EVENTS:

- Possibility to be involved with school excursions, including trips abroad.
- Members of staff and their families are entitled to free entry to some Gatton Park events.

OTHER:

- Free car parking onsite.
- Beautiful estate set in 260 acres of parkland.

ROYAL
ALEXANDRA
& ALBERT
SCHOOL



Royal Alexandra & Albert School
Gatton Park
Reigate
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Patron: Her Royal Highness The Duchess of Gloucester
Founded: 1758
Registered charity No. 311945