



Mill Hill

For pupils aged 13 - 18
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

DATA OFFICER





INSTILLING VALUES INSPIRING MINDS

A WARM WELCOME TO MILL HILL SCHOOL, AND THANK YOU FOR YOUR INTEREST IN THIS ROLE. THIS PACK WILL GIVE YOU A FLAVOUR OF WHAT IT'S LIKE TO WORK AT OUR SCHOOL, BUT SHOULD YOU WISH TO KNOW MORE PLEASE DO GET IN TOUCH.

Mill Hill is one of the UK's leading independent schools. Founded in 1807 by non-conformists, our original mission was to offer an excellent education to young people irrespective of their background, and to do this close to London but away from the pressures of the inner-city. Two hundred years on, this belief in inclusion, innovation and providing a 'London in the Countryside' feel is still central to our work.

Traditionally an all-boys boarding school, Mill Hill is now fully co-educational with over 80% day pupils, though boarding remains core to our philosophy. We are the flagship school within the Mill Hill Education Group, one of the UK's largest and fastest growing non-profit independent school groups. We are a traditional senior school taking pupils from Years 9 – 13, but are closely integrated with our superb Prep school Belmont, which is located just next door.

At Mill Hill we are proud to be the school of choice for many families in London and beyond. Academic standards are high, with 50% of all A Level grades at A*/A in 2025 (25% A*, 80% A*-B) and 56% of GCSEs at grade 9/8 (28% grade 9, 75% 9-7). The school's co-curricular provision is sector-leading, as recognised in our 2024 ISI inspection. Pastoral care is, as you would expect in a school that blends boarding and day provision, a real strength.



This role is an exciting opportunity to join Mill Hill and contribute to our work. I'm confident that the more you learn about our current offer, the more you will see the distinctive strengths and potential of Mill Hill. We expect a lot from our staff, but also provide extensive support and professional development opportunities, and a wide range of employee benefits, many of which are detailed later in this pack. If you want a new challenge, space to extend your skills, and to be part of an exceptional and collaborative team, then please do consider an application.

With best wishes,

David Benson
Head, Mill Hill School



JOB DESCRIPTION

WE ARE SEEKING A DYNAMIC INDIVIDUAL FOR THE ROLE OF DATA OFFICER AT MILL HILL SCHOOL. THIS IS A KEY POSITION WORKING ALONGSIDE OUR DIRECTOR OF STUDIES TO PROVIDE ACCURATE AND TIMELY DATA ANALYSIS. THE RIGHT CANDIDATE WILL HAVE STRONG EXCEL AND IT SKILLS, AND BE AN EFFECTIVE COMMUNICATOR WHO IS HIGHLY ORGANISED AND ABLE TO WORK TO DEADLINES. THEY WILL RELISH WORKING AS PART OF A COLLABORATIVE, PASSIONATE STAFF TEAM IN A LEADING LONDON SCHOOL.

KEY RESPONSIBILITIES

- Act as a point of contact for staff regarding the school data-related systems, including the Management Information System (iSAMS) and other data related platforms.
- Maintain and update iSAMS as required, for example with regard to timetable and pupil grouping changes, pupil registrations and annual roll-over.
- Coordinate the integration and ongoing development of relevant data systems and processes into the School's IT infrastructure (systems include but are not limited to: iSAMS, SOCS, Hubspot and Firefly).
- Produce data reports for school leaders with regard to pupil academic and behavioural trends, as required.
- Manage teaching sets and import pupil data where needed, with changes being made throughout the year.
- Assist the school with the production of statutory census returns.
- In liaison with the Assistant Head (Director of Studies), manage reporting cycles by designing and setting up templates for data collection.
- Upload reports to Firefly Parent Portal.
- Set up Parents' Evening booking system.
- Ensure the integrity of the data stored within iSAMS, liaising with Admissions staff to ensure data is correct.
- Support Admissions department with registration process for Open Mornings and digital admissions testing.
- Support in identifying and mitigating any data-related risks.
- Provide support and training to staff on using data systems and understanding reports.
- Ensure that the data collected, processed, and retained adheres to the group's data protection policies and associated legislation.
- Troubleshoot reported problems with the MIS and liaise with iSAMS as necessary.

- Work closely with the IT support staff to ensure the smooth running of data systems.
- Provide occasional training and support to other staff regarding their use of data systems and Excel.
- Fulfil any reasonable request made by the Head or SLT.

Although this role is based at Mill Hill School, our Data Officer will collaborate with colleagues working with data in other Mill Hill Education Group schools, as well as data and IT managers in our central team.



KEY FACTS ABOUT THIS ROLE

SALARY

£30,000 - £40,000, subject to experience

CONTRACT

52 weeks (with options for flexible or part-time working)

PENSION

Standard Life

REPORTING MANAGER

Assistant Head, Director of Studies



PERSON SPECIFICATION

- Advanced user of Microsoft Excel, and MS Office generally
- Advanced IT skills, with the ability to master new systems and software
- Strong written and oral communication
- Strong attention to detail
- A self-starter who can see tasks through to completion without close monitoring and management
- A focus on problem-solving and finding solutions to the occasional challenges which will inevitably form part of a role working with data in a school setting
- Familiarity with data flow management, data security management and data integrity
- Relevant academic qualifications, for example A Levels and an undergraduate degree or equivalent
- High personal and professional standards, maintaining a high level of confidentiality
- Able to build positive working relationships with colleagues and work as a member of a team
- Excellent time management and organisational skills, able to multi-task and deliver under pressure and to deadlines at busy times whilst maintaining accuracy and attention to detail
- A commitment to continued professional development
- Awareness and experience of issues relating to safeguarding the health, welfare and safety of children
- Passion for education and commitment to supporting the aims of the School





THE SCHOOL

Mill Hill School

Mill Hill is one of the UK's best known and most reputable independent schools. We are the school of choice for many families in and around London, as well as a sizeable community of international pupils.

Mill Hill was founded in 1807, by non-conformists as an alternative to England's 'ancient' public schools who admitted only Church of England families. More than 200 years later, these values of innovation, inclusion and diversity still permeate the school.

Mill Hill now forms the flagship within a wider group of schools, known as the 'Mill Hill Education Group.' We work collaboratively with all these schools but are most integrated with Belmont - our 'Prep' and main feeder, located just next door.

Traditionally an all-boys boarding school, both Mill Hill and Belmont are now fully co-educational, with a mixture of day and boarding pupils.



Teachers are experienced, have good subject knowledge and follow well-planned schemes of work, adapting their teaching to effectively meet the needs of pupils."

Independent Schools Inspection 2024

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.





MEET THE TEAM



Kamla joined us in 2023 from the state sector, bringing 20 years of teaching and leadership experience with her. In her first year she secured some of the best A Level results of any department at Mill Hill, as well as developing a rich co-curricular offer that primes pupils for the real-world of business. In addition to leading the department, Kamla promotes entrepreneurial thinking through a range of lower school enterprise activities, fostering a creative spirit in all pupils she works with.

Kamla Stoll
Head of Economics and Business



Aaron joined us in 2017 as the Assistant Director of Sport and Rugby and was promoted to Director of Sport in 2019. He manages a large team of specialist coaches and trainers, making a difference to all pupils in the school. Aaron played professional rugby for Saracens RFC before entering the education sector. In his time at Mill Hill, he has built a market-leading sports programme which grows from strength to strength each year.

Aaron Liffchak
Director of Sport



Emma joined Mill Hill as Head of Maths in 2022, having previously been Second in Charge at City of London School for Boys. She entered teaching straight from university, where she secured a First Class degree in Maths at Cambridge. Her vision is for every pupil to achieve their full potential through an engaging, supportive and challenging curriculum. In addition to leading the department, she can usually be found on the netball court, either playing herself or coaching the U15 girls' team.

Emma Lockhart
Head of Mathematics



Pearl joined our Chemistry Department from Aldenham School, and has become a key member of our team. Earlier in her career she had a seven year stint as Head of Science at Arnold House, a leading North London prep school, and a feeder of Mill Hill. In addition, Pearl led a Science Department of an outstanding state school in Hertfordshire, prior to entering the independent sector. Pearl completed her BSc at Monash University, Australia, before moving to the UK.

Pearl Lee
Teacher of Chemistry



Gareth leads the co-curricular and performance elements of Music across the Foundation, working alongside a separate Head of Academic Music and a large team of Music teachers. Gareth joined Mill Hill from Highgate School where he worked as Head of House, and is relishing a return to a curriculum focused role. Prior to entering teaching he worked in industry, and played with some of London's leading orchestras (e.g. the BBC Symphony Orchestra).

Gareth Hanson
Director of Musical Performance



The Chapel is the heart of our school, and Ryan helps bring that vision to life. His role spans teaching in Religious Studies with leading weekly Chapels and assemblies, as well as providing one to one support to both pupils and staff. He works closely with colleagues across the Mill Hill Schools. Prior to joining us Ryan was the Vicar of St Paul's Church, Mill Hill, having trained for ordination in the Church of England at St Mellitus College. A keen footballer, Ryan coaches our U14A Football team.

Ryan Venn-Dunn
Foundation Chaplain



OUR SCHOOL IN NUMBERS

A Level pupils achieved

50%

Grade A*-A in 2025



25%

Grade A*

80%

Grade A*-B

1807

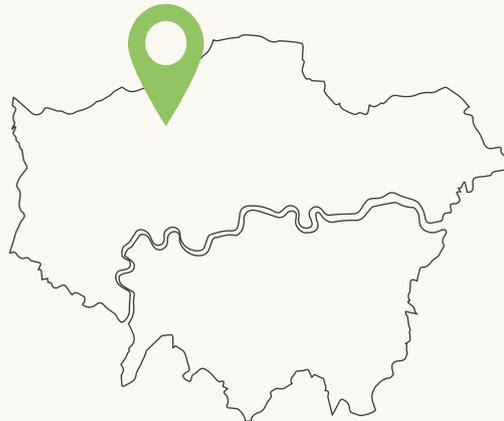
The year Mill Hill was founded



GCSE pupils achieved

56%

Grade 9-8



120

acres of beautiful school grounds



3/4

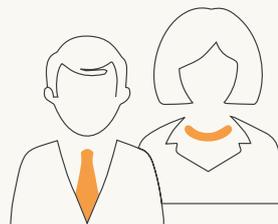
leavers achieved places at Russell Group Universities in both 2024 and 2025

28%

Grade 9

10

miles from Central London



200

staff members



WHY JOIN US

Why choose Mill Hill School?

Mill Hill School stands out as a leading independent school, offering professional opportunities which are second to none. We balance ambition with support, and provide our staff with extensive space to extend their skills.

Situated on our magnificent 120-acre campus, our learning environment provides an beautiful setting for both staff and pupils. The School is underpinned by a strong sense of community, and levels of staff retention are very high. There are a number of reasons why people love working at Mill Hill, including;

- A culture of mutual support and collaboration across our staff team
- Dedicated, aspirational pupils, from a diverse range of backgrounds
- An unrivalled co-curricular offering
- A genuine commitment to ensuring a reasonable workload, with a focus on staff motivation and engagement
- Highly competitive salaries and overall compensation package

Why work for the Mill Hill Education Group?

- Join a growing collection of independent schools, based in London and surrounding areas
- Teach in a stimulating academic environment and be a part of numerous activities outside the classroom, fostering both learning and personal growth
- Share the passion and commitment to develop every pupil. Our friendly and supportive community plays a crucial role in this process
- Instil a lasting love for learning whilst balancing this with a readiness to embrace change, preparing pupils for life, both now and in the future
- Work alongside hard working, inspirational and enthusiastic team members across all our schools

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

Added benefits

We not only offer inspirational learning environments for pupils, but also great places to work for our staff. In addition to working in a beautiful setting we also provide a range of benefits:

Free onsite parking

Pension schemes with Life Assurance

Opportunities for continued professional development

Enhanced holiday entitlement

Optional and discounted private medical insurance

Lunch included

Discounted membership at our school gym and swimming pool sessions

Cycle to Work Scheme



HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: MONDAY 26 JANUARY 2026

INTERVIEWS: THURSDAY 29 & FRIDAY 30 JANUARY 2026

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, please click the button here to complete your Application Form.

APPLY



Mill Hill

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