Application Pack



Join us

Data Officer

Closing date: Midday 23rd November 2026

Start date: January 2027

Trinity School



ISI Inspectors observed that "students celebrate each other's differences and are actively inclusive".

ISI Inspection Report 2024

Welcome from the Headmaster

Thank you for your interest in working at Trinity. We hope that the information provided here and on our website will help you with your application and give you a flavour of our school.

Trinity is a special place to work and this derives, in part, from a kind and purposeful approach in all that we do. Our most recent inspection of the school took place in November 2024 and we were delighted that we were awarded a significant strength for our community; the relationships within the school and with our wider locality are key to our educational mission.

We warmly welcome inspiring staff and students from an unusually wide range of socio-economic and cultural backgrounds. Our purpose is to nurture good human beings, focusing on their character and the values that we want our students to make their own. We hope they will leave Trinity without any sense of entitlement, but with a humility that acknowledges the fact that there is always more to learn, as well as a sense of how they can impact the world positively.

Yours faithfully,

AJS Kennedy



An introduction to Trinity School

Trinity School is a selective, independent day school for boys aged 10 – 18, with a thriving, co-educational Sixth Form. As one of the top independent schools nationally, students come from all over London and the South-East. Almost all go on to further education, work or apprenticeships. From September 2027, we will extend our co-education offering and we will welcome girls and boys in Years 6 and 7, and the school will grow from 1050 to about 1400 students over the next five years

The school is one of two governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other school being Whitgift School for boys.

The school has been on its present site since 1965, and enjoys 27 acres of grounds as well as additional playing fields at Sandilands, fifteen minutes' walk from the school. The original building has been greatly extended, including the Mitre Theatre and the Shaw Building, which houses the Art, Design and Sports departments. We are about to enter a phase of very significant investment in the school's fabric as the school grows, which will transform our site. Most recently we have added a first class Performing Arts venue in the Trinity Concert Hall, a refurbished swimming pool, a Sports pavilion and a Music School.

Parents whose income falls below a specified threshold are eligible for a bursary and this enables us to attract students from an unusually wide range of socio-economic backgrounds. Parents choose Trinity as much for its well-grounded and diverse community as they do for the school's academic standards and breadth of co-curricular opportunities.

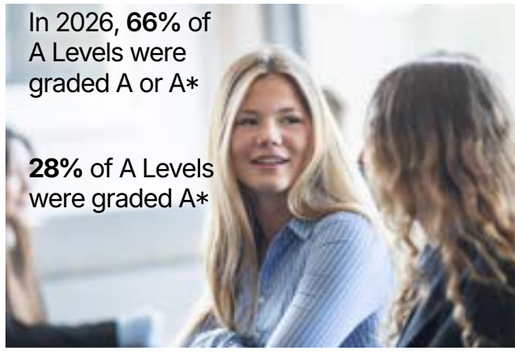
"It is a school for any bright child, regardless of socio-economic background."

Trinity Parent





The Whitgift Foundation was created in **1596**, and subsequently **3** separate schools: Whitgift, Trinity and Old Palace



In 2026, **66%** of A Levels were graded A or A*

28% of A Levels were graded A*

On average, we provide coaching, tournaments and sessions to **1,500** local primary

At Trinity we have **1000+ students**, aged between **10-18**

Over **95%** of our Sixth Form leavers have gone on to their first-choice destination over the past couple of years

767 hours were dedicated to worthwhile causes by participants from Trinity in The Duke of Edinburgh's Award programme, in one year



ISI Independent Schools Inspectorate

"High standards met across all aspects of school life" - ISI 2024 (Independent Schools Inspectorate)



50% of the student body receives some form of fee remission. Our bursary programme is one of the most extensive in the UK

87% of GCSEs in 2026 were graded **9**, **8** or **7**

THE SUNDAY TIMES

Ranked **32nd Independent Secondary school nationally** by The Sunday Times Parent Power Schools guide 2026, and 16th in London.



27 acres of grounds

175 teaching staff

83 operational staff

100+ clubs and activities



Working at Trinity

Salary and benefits

The John Whitgift Foundation salary scale is substantially above that of the maintained sector and a generous budget is allocated to professional development, with a variety of internal training courses also provided. The benefits package is summarised on the following page.

All staff are entitled to free lunches in the school restaurant and free membership of the Trinity Sports Club. The Sports Club boasts a 25m swimming pool, fitness suite, two large sports halls and several squash courts which are available to use during school holidays as well as term-time for staff and their family.

Staff are encouraged to take advantage of school facilities and co-curricular opportunities e.g. the climbing wall, discounted scuba-diving lessons, choirs, internal art competition, chess club, running club etc. There is also an active Staff Common Room Committee running regular social events.

Diversity, equity and inclusion

We are a diverse community at Trinity and strongly encourage applications from teaching and operational staff from a range of backgrounds.

We aim to create a welcoming, respectful and safe environment for all members of our community. We believe it is the responsibility of all to uphold these values to ensure an inclusive working environment where diversity is celebrated and everyone can contribute and thrive.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.





Safeguarding and welfare of students

Trinity is committed to safeguarding and protecting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check and full social media check.

We regularly undertake a review of policies and procedures in order to keep up to date with changing legislation.



"Pupils' natural intellectual curiosity and eagerness to learn is strongly supported by energetic, imaginative teaching."

About The John Whitgift Foundation

We are part of the John Whitgift Foundation, a leading education and care charity with a vision to support people of all ages and backgrounds. As one of the largest bursary providers in the country, it grants thousands of young people access to an outstanding education that many could not otherwise afford. Through its care homes and services, it also gives older people a sense of community, comfort and joy in later life.

Thanks to the support of the Foundation in addition to our own fundraising activities, Trinity's bursary programme is one of the most extensive in the UK. There is significantly more demand than we can currently meet, but bursaries are a central part of ethos and diversity, which benefits the learning of everyone in our community.

Find out what our staff had to say about working at Trinity in this video.



Benefits

Full details available on:
www.johnwhitgiftfoundation.org

Discount Club
Exclusive savings on 1000s of products and services

Health Wellbeing Scheme
Corporate discounts at over 2,500 health clubs and gyms. Free use of the school Sports Club.

Private Medical Insurance
Favourable rates for staff who wish to be covered by a private medical insurance policy

Bupa Cash Plan
Help towards the cost of your everyday healthcare

Croham Hurst Golf Club
Concessionary Membership and Green Fees

Give as You Earn
Tax free donations to your chosen charity

Staff Fee Remission
Discounted school fees for School Staff

Season Ticket Loans
Help with your yearly travel costs

Life Assurance
Pension scheme members are also entitled to group life assurance

Childcare Scheme
Tax free Childcare Schemes

Pension Scheme
Membership of a generous money purchase pension scheme for all operational staff and the Teachers Pension Scheme (TPS) for teachers currently

Professional Development
Apply for funding towards sustained continuing professional development (including Masters and PGCEs)

The Post - Data Officer

Responsible for:
Data entry, event analytics/forecasting, supporting in gift administration and financial reporting

The Data Officer will be heavily involved in the input, integrity, and analysis of data in the department. The role primarily involves supporting the data needs of the Development and Alumni Office in its efforts to enhance engagement with former students and identify fundraising opportunities. Most importantly, the Data Officer will be instrumental in the success of the annual mass-giving event as well as other alumni events.

Reports to:
Development Manager



Job Description

Responsibilities:
- Accurate data import to our books and records database [Raiser's Edge]. Input may be manual data entry or through an importing process
- Accurate filing, creation and updating of all physical gift and gift aid records
- Suggesting continuous improvement of the efficiency of admin processes
- Data migration, including transforming data and combining datasets
- Gift reconciliation between the database, bank account and finance ledger using various techniques primarily in excel
- Suggesting continuous improvement of the reconciliation processes whether that be through improving the speed of the data entry or simplifying the producing of reports and visualisations
- Provide insights using analytical techniques, such as regression analysis, that can be used to improve fundraising activities
- Producing ad hoc queries or visualisations for other members of the team
- Improving communications with alumni by producing data led recommendations, particularly persona analysis
- Presenting and communicating findings/insights to supervisor or team effectively

Team support and development responsibilities:
- To support the Director of Development and the Development Manager in their work to identify potential supporters and donors, through data analysis and forging closer relationships with alumni and potential supporters
- To carry out other ad-hoc duties to support the team where necessary and possible
- To be a proactive member of the Development and Alumni team, providing feedback, ideas and recommendations in order to increase the effectiveness of the department's work
- To attend internal and external meetings and events, where reasonably required. These often take place outside of normal working hours and so evening and weekend work will be required on occasion

Person specification

Essential	Desirable
– Good attention to detail with well-developed written and verbal communication skills, including IT skills to ensure effective communication with a wide range of individuals both internal and external – Must be proficient in using Microsoft Excel (especially lookups and IF statements) – Good knowledge of Microsoft Access – Knowledge of analytical techniques and statistics – Organised and adept in prioritising workload – The ability to work under pressure using own initiative. – Upbeat and positive attitude and a willingness to be flexible and adopt a hands-on approach when required	– Previous experience of working in a similar role within fundraising and/or an educational environment – Experience of using a CRM system, preferably Raisers Edge.

Terms and conditions

- Salary: £31,167, point 15 on the John Whitgift support staff scale
- 40 hours per week Monday to Friday 8.00am to 5.00pm, including a total of one hour's unpaid lunch per day
- This is an all-year round position. The role will include evening and weekend work in order to deliver events
- Trinity School is committed to safeguarding and protecting the welfare of children, young adults and expects all staff and volunteers to share this commitment. All applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check
- Successful applicants will be subject to a social media check
- Candidates must be over the age of 18 at time of applying

Application Process

Timescales
Please apply online at www.trinity-school.org/vacancies as soon as possible and no later than midday on 23rd November 2026. Interviews will take place 1st, 2nd and 3rd December 2026.

Trinity School reserves the right to interview and appoint before the published closing date.



Trinity

Recruitment Process

1

Application

Apply via the Vacancies page on our website. If you have questions about teaching roles, please email Benjamin Dabby (Assistant Head - Teaching and Learning); for questions about operational staff roles, please email Rin Mottier-Choi (Director of Finance and Operations).

2

Confirmation

Once you have applied, you will receive an automated response confirming receipt of your application.

3

Shortlisting

We will review and shortlist candidates after the vacancy deadline, though this process may occasionally begin earlier.

4

Interview invitation

If you are shortlisted for an interview, we will notify you via email and phone, typically within a week of the vacancy's closing date. If you have not heard from us within two weeks after the closing date, please contact Asfa Sadiq (Recruitment Manager). If you require adjustments for the interview due to additional needs, please let us know at this stage.

5

Interview process - Teaching roles

For teaching roles, the interview day will involve delivering a lesson, attending an interview, meeting members of the relevant academic department, and taking a tour of the Trinity site. If you are an unqualified candidate with no teaching experience, we will provide extra support to help you plan your lesson.

6

Interview process - Operational Staff roles

For support staff roles, the interview day usually includes two interviews, an opportunity to meet potential colleagues, and a tour of the Trinity site. Some roles may also involve a task relevant to the position; details of this will be shared with candidates in advance.

7

Candidate selection and offer

If your application is successful, the Headmaster or a member of the Senior Management Team will contact you to make a conditional offer, subject to references and statutory checks.

Please contact

Mrs Sharon Wilson
PA to Headmaster
hmsec@trinity.croydon.sch.uk
Trinity School, Shirley Park, Croydon CR9 7AT

020 8656 9541

Further details about Trinity may be found on our website **www.trinity-school.org**.

Apply online at **www.trinity-school.org/vacancies**

Thank you for your interest in Trinity School