



Dulwich Prep & Senior



DATA ANALYST

Candidate Information

HEAD MASTER'S WELCOME

Dear Candidate

As the Head Master of Dulwich Prep & Senior, I am honoured to introduce you to this incredible school. For over 140 years, the school has inspired generations of boys aged 3 to 13 (and Nursery-aged girls) to fulfil their dreams and aspirations.

In September 2025, we will open a senior school and extend our provision from 2 to 16 years, starting with Year 9 and organically growing to our first cohort sitting their GCSEs in the summer of 2028.

We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration, and facilitates engaging communication skills while recognising that each child is on their journey of discovery.

We passionately believe in the whole child. Therefore, our broad and enriched education will enable our pupils to go beyond the expected and toward the exceptional.

We seek to work in partnership with parents and carers to embed the Dulwich Prep & Senior Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision-making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

Above all, we seek an individual who will embody the Dulwich Prep & Senior Values, modelling them to our young people to ensure that pupils deploy empathy and compassion in their decision-making.

We look forward to receiving your application.



Miss Louise Davidson
Head Master



ABOUT US

Located in Dulwich, a picturesque village known for its exceptional schools and abundant open spaces, our school benefits from its proximity to one of the world's most cosmopolitan cities.

We are situated across two sites covering 29 acres, including extensive sports fields and woodland, which enables the school to offer a unique blend of a country atmosphere in a suburban setting.

Dulwich Prep & Senior has been a leading preparatory school in England since 1885. Throughout the years, countless boys and Nursery-aged girls have benefited from our school's rich history and forward-thinking approach. We have always embraced change, kept pace with pedagogy and technology, and, most importantly, are passionate about each pupil and staff member's individual journey.

As the UK's largest boys' independent preparatory school, we enrol over 800 pupils aged 2 to 13. Our selection process is twofold: we look for pupils who generally rank in the top 20% nationally based on standardised tests, but more importantly, we seek children who will thrive and make the most of all that our school has to offer.

We take great pride in inspiring excellence with our Values ethos permeating every aspect of our curriculum and co-curricular activities.

Academic excellence is a top priority, with 12 essential skills taught for success in education and beyond. Along with the Values, these 20 attributes empower boys to thrive in any future they choose. Expectations are high! We develop independent thinkers who make decisions based on empathy and compassion, which leads to their success and resilience.

Our Governors play a crucial role in maintaining Dulwich Prep & Senior's position in a competitive market. Their expertise allows us to provide an innovative and challenging curriculum alongside a high-quality learning environment, by attracting excellent staff, implementing up-to-date technology, and continuously improving our modern facilities.

Dulwich Prep & Senior provides a well-rounded education focusing on academic excellence, character development, and personal growth. We strive to nurture boys to become confident, compassionate, and prepared to impact the world positively. For the boys attending this school, their journey goes beyond exam preparation; it prepares them for life.



OUR VALUES

Our eight values are the heart of our school and provide a powerful educational framework as well as being strong values for life. By demonstrating Love, Courage, Gratitude, Humility, Justice, Service, Self- Discipline, and Honesty, our pupils gain greater insight into themselves, others, and the ever-changing world in which they live. We have formed four value pairings, each with an emotive statement that together encapsulate the spirit of Dulwich Prep & Senior, making our values truly unique to our school.



Love



Courage



Gratitude



Humility



Justice



Service



Self-Discipline



Honesty

LOVE & SERVICE

We advocate the transformative power of love and service. We encourage our pupils to make heartfelt contributions that uplift others.

This fosters an environment where pupils support one another, building a culture of mutual respect and collaboration.

Through acts of kindness and selfless service, our collective passion creates a ripple effect that enriches lives and spreads joy far beyond our school.

By acting with Love & Service, these values create our home for kindness and community.

COURAGE & SELF-DISCIPLINE

We inspire our pupils to pursue their aspirations with unwavering courage and seize every opportunity to learn and grow.

We cultivate self-discipline in our boys, encouraging them to prioritise long-term achievements over short-term gratifications.

They learn to take responsibility for their actions, seek help when needed, and strive for excellence in all they do.

By acting with Courage & Self-Discipline, these values create our passion for excellence and growth.

HONESTY & JUSTICE

We champion honesty and justice, urging our boys to embrace truth and authenticity in all aspects of their lives.

We empower our pupils to act with integrity, be upstanding in their beliefs, and communicate their perspectives respectfully.

Our boys develop a strong sense of justice, understanding and advocating for what is right.

By acting with Honesty & Justice, these values create our spirit for bravery and integrity.

GRATITUDE & HUMILITY

We teach our pupils to empathise with others, to be respectful, and to be accepting of another's perspective.

We ensure that everyone feels valued within our close-knit community and that our boys understand that greater satisfaction can come from helping others.

Our pupils understand the power of gratitude and humility and how they are key to having a happy and fulfilling life.

By acting with Gratitude & Humility, these values create our mindset for respect and appreciation.

JOB DESCRIPTION

DUTIES & RESPONSIBILITIES

DATA ENTRY & MANAGEMENT

- Manage the school's Management Information Systems (MIS), ensuring accuracy and integrity of pupil and staff data.
- Act as interface between the administration and network teams to ensure timely data entry, updates, and maintenance of pupil records, including attendance, assessments, and behaviour tracking.
- Oversee secure transfer of data between the school and external bodies (DfE, exam boards, local authorities).
- Support the Network Team with the creation, management and closure of pupil and staff accounts.
- Keep a comprehensive central database of the schools' subscriptions.

REPORTING & ANALYSIS

- Produce comprehensive data reports for senior leadership, department heads, teachers, and governors.
- Support preparation and submission of statutory returns, including the School Census.
- Create data dashboards and visualizations to present insights clearly.
- Analyse pupil performance, attendance, and behaviour trends.
- Contribute to data-driven decision-making processes.

PROCESS IMPROVEMENT

- Identify and implement efficiency improvements.
- Support new data system implementations.
- Contribute to technological advancement initiatives.

SYSTEMS & SUPPORT

- Provide expert support for MIS and data systems.
- Troubleshoot technical issues related to data management.
- Assist with staff training on data systems.
- Support ticketing systems and analysis for the Network Team.
- Support process improvements and system developments.

DATA PROTECTION & SECURITY

- Assist with GDPR compliance in all data handling processes
- Manage access controls for sensitive information
- Conduct regular data audits
- Support data protection policies and procedures
- Maintain secure data transfer protocols
- Assist with Subject Access Requests



TRAINING & DEVELOPMENT

- Regularly review your own practice, and in collaboration with your Head of Department, to set personal targets and take responsibility for your own continuous professional development.
- Participate in the annual performance review process.

GENERAL REQUIREMENTS

- Promoting and safeguarding the welfare of pupils for whom you are responsible and with whom you come into contact.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Promote the good name and reputation of the school.
- Adhere to school policies and procedures.

PERSONAL COMPETENCIES & QUALITIES

- Proactive approach to problem-solving.
- Strong attention to detail.
- Excellent time management skills.
- High levels of discretion and professionalism.
- Commitment to continuous professional development.
- Enthusiastic individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from pupils and colleagues.
- Ability to plan, prioritise, and manage a varied workload.
- Team focused: shares knowledge and information with other members of staff to promote good practice.
- Co-operative, helpful and accommodating with other team members and staff.
- Focuses on what needs to be delivered: understands what is needed and responds promptly.
- A proactive, 'can do' attitude to all tasks.
- Welcomes challenges and meets them with enthusiasm.
- Shows a flexible approach, willing to adapt and respond to priorities.
- Seeks out additional duties and uses own initiative.
- Good communication and persuasion skills.
- Consistently strives to maintain a high standard of work.

KEY SKILLS & KNOWLEDGE

ESSENTIAL

- Familiarity with Management Information Systems (MIS), particularly iSAMS.
- Advanced proficiency in Microsoft Excel.
- Understanding of data protection regulations (GDPR).
- Previous experience working with data systems.
- Excellent organisational and analytical skills.

DESIREABLE

- Experience with Microsoft 365.
- Database management.
- Qualification in computer science, statistics, or information systems.
- Prior experience in an educational setting.



WORKING AT DULWICH PREP & SENIOR

Dulwich Prep & Senior is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together, we create a supportive environment that is committed to achieving excellence.

Working at DPS means being part of a team that cares about your continued professional development and teaching journey. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step to achieve your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, participating in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with Initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible. From all-nighter charity swims to Saturday park runs to our fabulous drama productions; there's always something going on at DPS, where hidden talents are celebrated.

REMUNERATION

- Competitive Salary of £31,300 to £35,615.
- Generous defined contribution pension scheme.
- Life assurance and Income protection insurance (academic staff).
- Free school lunches.
- Enhanced sickness, maternity, paternity, and adoption pay entitlements.
- Free access to our School Counsellor and School Nurse.
- Cycle to work scheme.
- Wide range of professional development opportunities.
- School fee remission.
- Easter and Summer holiday camp discounts.
- Healthcare Cash Plan scheme.
- Employee assistance programme.

TERMS & CONDITIONS

- Hours of Work: 8.00am to 4.00pm
- The role is offered on a full-time permanent basis. There is also an option for it to be undertaken as a Term Time contract (plus 4 additional weeks) in which case the salary would be pro rated.
- All INSET days, major school and departmental and all pertinent events listed in the school calendar.
- Depending on the school's requirements at any time, these hours are subject to the terms and conditions of a Contract of Employment and to amendment by the Head Master from time to time.
- Staff may be called to perform other duties that the Head Master considers reasonable and commensurate with the grading and designation of the post.
- The first six months of this role will be a probationary period during which your suitability for the position will be assessed. The school reserves the right to extend probationary periods if it believes such an extension is necessary.

STAFF BENEFITS

HEALTH & WELLBEING



Healthcare Cash Plan

- Medical, including dental and optical, treatment, access to a virtual GP, skin health tracker and the 'mProve' yourself App.

Employee Assistance Programme

- Provides free and confidential advice, including up to eight face-to-face counselling sessions.

School counsellor & nurse

- Access to School counsellor and School Nurse during term time.

Wellbeing Initiatives

- Sky Lounge, TGIF and staff room treats.

Physical EXERCISE

- Discounted gym membership and Cycle to Work scheme.

Meals & Refreshments

- Breakfast (for a small charge), Morning snack and lunch, coffee and tea, and plant-based milks available.

Occupational Health

- Professional help to both staff and the school where work-related adjustments may be required.

FINANCIAL WELLBEING



Pay & Pension

- Generous pension scheme.
- Pay policy including regular benchmarking of our salary scales.
- Pension salary exchange scheme.

Protection

- Life assurance.
- Income protection insurance (academic staff only).

School Fees

- 25% discount, after which any further discount is means-tested.
- Easter and summer holiday camp discounts.

Financial Support

- High street discounts.
- Emergency financial assistance.

ADDITIONAL BENEFITS



- School laptop provided to staff (where relevant to the role).
- 175 teaching days per year (190 in the maintained sector).
- Smaller class sizes, great teaching resources and higher PPA time.
- Staff Accommodation may be available.

FAMILY FRIENDLY & FLEXIBLE WORKING ARRANGEMENTS



Enhanced Leave

- Enhanced sickness, maternity, paternity, adoption, dependents, carers, and bereavement leave entitlements.

Working Hours

- Flexible working policy.
- Part-time and Term-time working.
- Flexibility to work from home (only applies to certain roles and with agreement).

Inclusion

- Life event recognition
- Disability Confident employer.

PROFESSIONAL DEVELOPMENT



Career Development

- INSET and twilight training.
- Career pathways.
- Mentoring or career coaching.
- Full CPD programme.

Qualifications

- Early career teacher programme.
- National professional qualifications support.
- Apprenticeships.
- Financial support for professional qualifications.

APPLICATION & APPOINTMENT

APPLICATION & INTERVIEW PROCESS

A completed Application Form and a Cover Letter explaining your suitability for this role should be [emailed](#) to Tamsin Hutson, Human Resources Manager. Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- **Closing Date:** Thursday 6 March 2025, 9.00am
- **Interview Dates:** Week Commencing 17 March 2025
- **Start Date:** Immediate start available subject to successful references and vetting being completed.

APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- The agreement of a mutually acceptable start date and you entering into a contract incorporating the school's standard terms and conditions.
- Receipt of at least two references which are satisfactory to the school.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List, and confirmation that you are not disqualified from providing childcare.
- Verification of your medical fitness for the role.
- Satisfactory completion of the probationary period.
- Any further checks that the School deems necessary if you have lived or worked outside of the UK, which will include an overseas criminal records check or certificate of good conduct and may include professional references.



EQUAL OPPORTUNITIES & SAFEGUARDING

EQUAL OPPORTUNITIES

Dulwich Prep & Senior is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are an equal opportunity employer and welcome applications from individuals of all backgrounds. We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

Candidates will only be assessed against relevant criteria (i.e., skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep & Senior seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

SAFEGUARDING

Dulwich Prep & Senior is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers, online checks, and an enhanced criminal records check with the Disclosure and Barring Service.



**Schools'
Inclusion
Alliance**



We are an equal opportunity employer and welcome applications from individuals of all backgrounds.

We believe in fostering a diverse and inclusive work environment where all employees are valued and respected for their unique perspectives and contributions.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.



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