



Mill Hill  
EDUCATION GROUP

# Data Operations Analyst

## Candidate Information Pack

Instilling values, inspiring minds

# INTRODUCTION

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The Data Operations Analyst plays a central role in managing and improving the Group's data systems, processes, and reporting frameworks. This role combines technical data expertise with project management capability, owning the delivery of new data initiatives from requirements gathering through to implementation and ongoing improvement. The post-holder will set and maintain best practice standards for data system/product use across the Group, lead Group-level reporting, and play a key part in embedding a culture of data quality, consistency, and insight across all Mill Hill Education Group schools.

**Closing date for applications:** 9:00am on Wednesday 15 April 2026

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

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## Key facts about the role:

### Salary

£45,000-**£50000**

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### Hours

40 HOURS PER WEEK 8AM-5PM

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### Contract Type

**FULL TIME**

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### Pension

SUPPORT STAFF PENSION

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### Holidays

25 DAYS

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### Reporting to

HEAD OF DATA  
INTEGRATION AND  
STRATEGY

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# 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 in 1807. 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.



# Job Description

## **DATA SYSTEMS & MIS MANAGEMENT**

- Help define and own best practice standards for the use of school data systems across the Group, including the Management Information System (iSAMS) and other data-related platforms
- Develop and maintain best practice guides and documentation to support consistent, high-quality use of data systems across schools
- Coordinate the integration, ongoing development and training of relevant data systems into the Group's IT infrastructure (including but not limited to: iSAMS, SOCS, Hubspot and My School Portal)
- Work closely with school-based staff and the central IT team to ensure data systems are being used in line with Group standards
- Liaise with iSAMS and other system providers to resolve issues and feed school needs into platform development
- Keep up with product developments and ensure the Group is using our tools to their potential

## **NEW DATA INITIATIVES & PROJECT MANAGEMENT**

- Lead and project manage the delivery of new data initiatives, taking ownership from initial scoping through to implementation, adoption, and review
- Gather and document requirements from stakeholders across the school to inform the design and delivery of new data processes, tools, and systems
- Manage project timelines, communications, and progress updates, keeping relevant stakeholders informed throughout
- Drive continuous improvement across existing data processes, proactively identifying opportunities to enhance efficiency, accuracy, and usability

## **DATA QUALITY & KPI MONITORING**

- Help develop the Group's data quality framework, ensuring that data collected, stored, and used across systems is accurate, consistent, and fit for purpose
- Ensure the integrity of data held within iSAMS, liaising with Admissions and other teams to resolve discrepancies

- Lead the collection, management, and monitoring of Key Performance Indicators (KPIs) at Group level, working with senior leaders across schools to define and track meaningful metrics
- Produce data reports for Group leadership regarding pupil academic and behavioural trends, and other key areas as required
- Support in identifying and mitigating data-related risks

## **GROUP REPORTING & DATA ADMINISTRATION**

- Lead the development and delivery of Group-level reporting, producing consistent, comparable data and insights across all Mill Hill Education Group schools
- Design and maintain Group-wide reporting frameworks and templates, ensuring alignment across schools and enabling meaningful cross-school analysis
- Produce data reports for Group leadership on key trends including academic outcomes, pupil behaviour, and other strategic priorities
- Ensure all data collected, processed, and retained adheres to the Group's data protection policies and relevant legislation

## **TRAINING & CONTINUOUS DEVELOPMENT**

- Own the design and delivery of data training for staff, covering systems, reporting tools, both at onboarding and on an ongoing basis
- Develop training materials and guides to support staff in using data systems confidently and independently
- Champion a culture of data literacy across the school, helping colleagues to understand and make effective use of data in their roles
- Conduct regular check-ins with staff and ascertain training needs

## **COLLABORATION & OTHER**

- Collaborate with colleagues working with data in other Mill Hill Education Group schools, as well as data and IT managers in the central team
- Fulfil any reasonable request made by the Head or Senior Leadership Team

# Personal Specification

## TECHNICAL SKILLS

- Advanced user of Microsoft Excel; proficiency across the MS Office suite generally
- Proficiency in SQL for data querying and analysis
- Experience with Microsoft Power Automate or similar workflow automation tools
- Strong IT skills with the ability to quickly master new systems and software
- Familiarity with data flow management, data security, and data integrity best practices
- Experience with data visualisation tools (e.g. Power BI)

## PROJECT & PROCESS MANAGEMENT

- Demonstrable experience of managing data or technology projects from requirements gathering through to delivery
- Able to collect, document, and prioritise requirements from a range of stakeholders
- A proactive, self-starting approach - able to drive initiatives forward and see tasks through to completion without close oversight
- Strong organisational skills with the ability to manage competing priorities, meet deadlines, and maintain accuracy under pressure
- Ability to deal with ambiguity

## COMMUNICATION & INTERPERSONAL

- Strong written and oral communication skills, with the ability to explain data concepts clearly to non-technical audiences
- Experience of delivering training or coaching colleagues on systems and tools
- Able to build positive working relationships across teams and work effectively as part of a broader team
- High personal and professional standards, with a commitment to confidentiality

## PERSONAL QUALITIES

- A focus on problem-solving and finding practical solutions to challenges.
- Strong attention to detail and a commitment to data accuracy and quality
- Undergraduate degree or equivalent
- A commitment to continued professional development and keeping up with technology developments in the sector
- Awareness of issues relating to safeguarding the health, welfare, and safety of children
- Passion for education and commitment to supporting the aims of the Group



# How To Apply

1

If you would like to apply for this role, please complete an application using the Apply button below.

**APPLY**

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Wednesday 15 April 2026**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only 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.

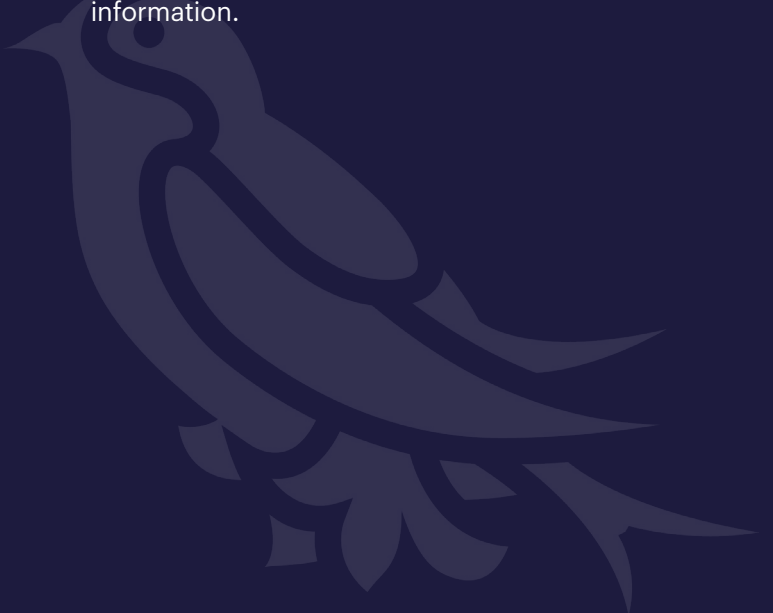
The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group 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. Any offer of employment will be subject to satisfactory DBS checks and the production of documentary evidence showing your entitlement to work in the UK.

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



Instilling values,  
inspiring minds.



The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.  
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Registered charity number: 1064758.

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