



Warwick
Schools
Foundation



Information for Applicants

Job Title: Database & Insights Officer (Maternity Cover)

To start: January 2027

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Database and Insights Officer (12 Month Maternity Cover).

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the UK.

We are seeking to appoint a Database & Insights Officer (maternity cover) to help a busy and thriving Development & Alumni Relations Department to ensure we get the best possible use from our CRM System by leading on data accuracy, compliance and the effective use of insights to support engagement, fundraising and strategic decision making

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and has recently extended its educational provision to boys as well as girls from 3-18.

More information about the schools may be found on their websites:

www.warwicksschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwicksschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to the Head of Philanthropy.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



Job Description

Post Title:

Database & Insights Officer (maternity cover)

Hours of Work:

18.75

Salary range

£16,994 pa to £18,526 pa actual salary

£33,534 pa to £36,558 pa full time equivalent

Location

On Site at Warwick Campus / Hybrid

Start Date

January 2027

Reporting Lines

The post holder will report to the Head of Philanthropy

Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Responsibilities

•Database Management:

- Take responsibility for the Foundation’s CRM system (Raisers’ Edge) and work with colleagues to ensure it is maintained, updated, and aligned with the organisation’s needs.
- Oversee data input processes to maintain high levels of accuracy, consistency, and integrity.
- Implement systems for data cleansing, deduplication, and quality assurance.

- Act as the primary point of contact for database-related queries, providing or sourcing appropriate training and support to staff as needed.

Data Analysis and Insights:

- Analyse data to generate insights that inform engagement and fundraising strategies.
- Create reports and dashboards to monitor key performance indicators (KPIs) related to alumni engagement, donor contributions, and campaign performance.
- Use data segmentation and other techniques to support targeted campaigns and personalized communications.
- Provide pro-active recommendations to improve data utilization across the department.

Research & Data Insight:

- Lead on using data from RE and other desk-based research activities to support team-members with their relationship building & prospect cultivation e.g. pulling together individual research profiles before a meeting or event
- Spot trends and opportunities within the Foundation’s donor pipelines and prospect pools, and externally
- Contribute to data-driven decision making by helping the team access this intelligence

System Development and Integration:

- Support the team as we prepare for Raiser’s Edge Database View becoming defunct in September 2027, with a full transition to Raiser’s Edge NXT

- Support the use of the Foundation’s other systems and platforms in relation to development & engagement e.g. Access PaySuite for gift processing
- Evaluate and recommend improvements to the CRM system to enhance functionality and user experience.
- Stay up-to-date with industry trends and emerging technologies to ensure the institution’s database systems remain cutting-edge.

Compliance and Data Protection:

- Collaborate with the Foundation’s Director of Data & Information to ensure our database complies with GDPR and other relevant data protection legislation.
- Develop and maintain policies and procedures for data handling, storage, and sharing.
- Regularly review and update data protection practices to align with regulatory changes.

Job Description

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Person Specification

	Essential	Desirable
Qualifications	A degree or equivalent professional experience in data management, IT, or a related field.	
Experience/Knowledge	Proven experience in managing CRM systems and databases including Raiser's Edge, preferably in the education or not-for-profit sector.	
Skills/Abilities	- Advanced proficiency in database management, including data extraction, analysis, and reporting. - Strong analytical skills, with the ability to interpret complex data and translate insights into actionable recommendations. - Excellent understanding of GDPR and other data protection regulations. - Excellent attention to detail and a commitment to maintaining data accuracy. - Strong project management and organisational skills.	
Personal attributes	- Meticulous approach to data management to ensure accuracy and consistency - Ability to interpret complex datasets, draw insights, and apply them to inform fundraising strategies and campaigns. - Proactive in identifying data-related issues and developing efficient solutions to optimize database functionality. - Capacity to align data management processes with the broader goals of the fundraising team - Clear and concise communication, - A strong sense of responsibility in handling sensitive donor data, ensuring compliance with GDPR and ethical fundraising practices. - Enthusiasm for staying updated with emerging technologies and tools that can enhance database management and fundraising outcomes.	

Person Specification

	Essential	Desirable
Safeguarding Children, Young People and Vulnerable Adults	• Understands their role in the context of safeguarding children, young people, and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	• Understanding of the requirements of Equality and Diversity	

Further Details

Working hours: 18.75 hours working between the days of Monday to Friday, with flexible options.

Working weeks: All year round

Pay Banding:

£16,994 pa to £18,526 pa actual salary

£33,534 pa to £36,558 pa full time equivalent

Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Six weeks annual holiday plus public holidays.
- Staff Fee remission at our Warwick Campus.
- Life Assurance benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- Salary sacrifice schemes.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.
- Some flexible working will be considered depending on the vacancy.

Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Deadline for submission of applications

(on the standard application form): Sunday 11th October 2026

Interview date: Monday 19th October or Tuesday 20th October 2026

Warwick
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Foundation



Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP