



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Data Research Assistant
(Short Term Contract – 6 months)
Required to start from the earliest opportunity



Welcome From **Will Chuter, Headmaster**

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.



Will Chuter
Headmaster



Job Description

Data Research Assistant (Short Term Contract – 6 months)

Required to start from the earliest opportunity

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 50 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Department

The successful candidate will be joining the Development and Alumni Relations team which currently comprises a full time Head of Development and a part-time Alumni Officer. Along with the Marketing and Admission Team, both teams make up the External Relations Department which is responsible for promoting the School's profile and reputation, managing pupil recruitment from Pre-School through to Sixth Form, engaging with our alumni community, and leading fundraising and development initiatives that support the long-term future of Kimbolton.

The Role

Kimbolton School is seeking an organised, enthusiastic and confident person to join our Alumni and Development Team as a Data Research Assistant. At Kimbolton School, it is important that we maintain positive and meaningful relationships with former students, known as Old Kimboltonians (OKs). Therefore maintaining accurate and up-to-date records of these former students is essential, and the Data Research Assistant will carry out a data improvement campaign to achieve this.

Main Duties

Working closely with the Head of Development and the Alumni Officer and other colleagues as required, your main duties are:

1. Agree key performance indicators for our data quality and keep track of improvements.
2. Agree priority segments (e.g. by year group), targets and deadlines for improvement.
3. Contact the OKs for whom we have contact information, to request confirmation of data and additional information, following-up, as required.
4. Liaise with OKs to send out 'calls to action' through social networking connections, such as WhatsApp Groups or personal friendships, encouraging others to complete their records, or encouraging OKs whose data isn't held to contact Kimbolton School.
5. Ensure that every OK initiative and event is used also to benefit the data records: for example, a drinks reception in London or the publication of a magazine.
6. Use social media and the internet to carry out research into OKs, either enabling us to reconnect with "missing" OKs or supplement our knowledge about them.
7. Take an active role in the collection of information from school leavers, such as their email address, phone number and interests.
8. Provide assistance with other alumni and fundraising events and initiatives, from time to time.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Education to A Level.• GCSE Maths & English Grade 4 or above.	<ul style="list-style-type: none">• Higher education or further vocational qualification with relevance to the role e.g business, office administration etc.
Skills and Experience	<ul style="list-style-type: none">• Highly IT literate.• Good communication and copywriting skills.• Proofreading skills.• Confident in LinkedIn, Facebook etc.	<ul style="list-style-type: none">• Experience of working within an office environment.• Knowledge of how membership organisations manage and use data.• Knowledge of Kimbolton School.• Creativity and courage, especially to identify and research OKs.• Experience of data research, the use of

		databases or digital record-keeping.
Personal Qualities	<ul style="list-style-type: none"> • A professional attitude and approach. • A self-starter who knows when to obtain permission and when to get on with things. • Ability to manage own workload and meet deadlines. • The ability to relate to and respect a variety of people. • Integrity. • Attention to detail. • Persistence and resilience – required to try different approaches regarding data collection. 	

Terms and Conditions

Reporting to:	Head of Development
Accountable to:	Headmaster
Hours of Work:	This role is expected to be full-time, however there could be some flexibility in terms of hours and the contract duration (up to 6 months).
	Full time: 37.5 hours per week (will be on a flexible basis, between 08:00 and 17:00 to be mutually agreed) with 1-hour unpaid lunch break. We envisage a hybrid working arrangement, with some remote working combined with on-site working.
Remuneration:	£12.77 per hour
Probationary Period:	1 month
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining hall during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .
Referees:	The names, addresses and telephone numbers of two professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **Monday 2nd March at 9am**. Any late submissions will not be accepted.

Interviews will take place week commencing **9th March 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Dependent on the number of responses we receive, we may not be able to provide feedback to all applicants.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies