



Stamford American
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Senior Regulatory Compliance and Data Analyst	Reference: FEB2025RCDM
Function/Department	Regulatory Compliance and Data Management	Location: Stamford
Manager Name & Title	Head of Regulatory Compliance and Data Management	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

This role combines responsibilities in Regulatory Compliance and Data Support, providing an excellent opportunity for a motivated individual to develop skills in data management and regulatory practices. The Senior Regulatory Compliance and Data Analyst will assist in maintaining compliance standards while supporting data initiatives to ensure accuracy, security, and quality in school systems.

In the capacity of Regulatory Compliance,

- Assist in ensuring legal and regulatory compliance through documentation, audits, policy maintenance, and support for compliance programs and reviews.

In the capacity as a Data Analyst,

- Assist in auditing, maintaining, and improving data quality, developing scalable data processes, supporting compliance with PDPA regulations, and collaborating with cross-functional teams to provide accurate insights and effective data solutions.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom they are responsible, or with whom they come into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Regulatory Compliance:

- Assist in maintaining documentation, practices, and procedures to ensure compliance with legal and regulatory requirements.
- Act as a key contributor to the annual ERF and EduTrust self-audit exercises.
- Maintain SSG Registration, ensuring updates to manager, teacher, premises, and course records are accurate and timely.
- Ensure all compliance-related policies and procedures are appropriately approved, documented, and communicated within the school.
- Support the documentation and maintenance of the Compliance Program, ensuring alignment with applicable laws and regulations, including newly developed programs.
- Assist with data gathering and document production to meet compliance requirements.



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- Provide support to auditors and inspectors during compliance reviews, whether onsite or through submissions.
- Contribute to the development and periodic revision of compliance-related policies and procedures.
- Support corrective actions in response to external compliance investigations and findings.
- Perform other compliance-related duties as assigned by the line manager or school leadership.

Data Analyst:

- Collaborate with data owners to identify, monitor, and address data quality issues, assisting with corrective actions.
- Support data owners in maintaining master data quality..
- Work with team members to resolve data challenges and improve processes.
- Assist in data collection to close gaps and meet organizational needs.
- Support improvements in data collection and housekeeping.
- Work with Data Analytics Engineers to resolve dashboard errors and ensure smooth operation.
- Contribute to the development and updating of dashboards for data visualization.
- Assist in building scalable data pipelines and automating data flows under senior guidance.
- Help create and maintain APIs for seamless data integration across sources.
- Assist cross-functional teams in streamlining processes and applying best data management practices.
- Maintain and update documentation for data systems, adhering to data governance standards.
- Stay informed on emerging trends in educational software and data systems to suggest new solutions.

Position Requirements

- At least 3-4 years of experience in a similar role
- Some experience in data analysis, auditing, or related roles is preferred.
- Familiarity with data management tools, data visualization, and data pipelines is an advantage.
- Basic knowledge of Python, R, SQL, or other data analysis tools.
- Understanding of data visualization tools like Looker Studio or Tableau is beneficial.
- Experience with data pipeline tools (e.g., Airflow, dbt) is a plus.
- Understanding of data privacy regulations (e.g., PDPA) and data governance principles.
- Experience with data cleaning and data analysis
- Experience with dashboard software (e.g., Looker Studio, Tableau, Power BI) is highly desirable but not required.
- High level of professionalism, with the ability to be discreet and maintain confidentiality at all times
- Very good IT skills (word, excel, google drive and apple)
- Ability to multi-task and collaborate well
- Meticulous, resourceful, and patient
- Ability to work autonomously
- Excellent oral and written English
- Good interpersonal skills
- Proficiency in a second language is desirable.
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion

Qualifications

- Diploma or Degree Holder
- Relevant certifications in data management, analysis, or related areas is a plus.



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- Direct reporting to Head, Regulatory Compliance and Data Manager
- Liaise with MD operations, operations team and academic team
- Position will require contact with all departments of Stamford

Working Conditions

- Duties performed within a school environment.
- Will be required to work independently and as part of a collaborative team effort.
- Extended working hours to complete some projects may be required.
- Occasional evening and weekend work

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

Stamford American International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, Stamford's parent organization.

We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.

Please note that only shortlisted candidates will be notified.