Rutlish School

Data Co-ordinator

Job Information Pack

Deadline: 10.00am on Monday, 9th November 2026

RUTLISH SCHOOL

Watery Lane, Merton, London SW20 9AD
Headteacher: Ms Laura Howarth

Data Co-ordinator

Post Title:	Data Co-ordinator
Grade:	ME5 Point 5 to 7 £30,408 - £31,290
Salary:	Pro Rota Salary £16,274 - £16,746
Hours:	21 hours per week 40 weeks per year - term time, inset, plus 1 week
Responsible to:	Deputy Headteacher/Office Manager
Contract:	Permanent
Start Date:	As soon as possible

We are looking to appoint a dedicated and committed Data Co-ordinator/Administrator to work within our school.

For full details please see Job Description. A Job Information Pack and Application Form are available on the School website www.rutlish.merton.sch.uk

Completed applications should be e-mailed to **jobs@rutlish.merton.sch.uk** and received by **10:00am on Monday, 9th November 2026.**

The School reserves the right to call promising candidates to interview before the closing date so we encourage all applicants to submit early applications.

No Agencies or CVs please as these will not be considered for shortlisting

We are committed to safeguarding and promoting the welfare of children in line with Keeping Children Safe in Education. All applicants are required to undertake an enhanced Disclosure and Barring Service check. We fully support the London Borough of Merton's Equal Opportunities Policy.

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PURPOSE OF THE JOB

Data: To provide accurate data reports to support the SLT and Department Heads in the tracking and assessment of students, to support with strategic decision-making, teaching, learning and student outcomes.

Admin: To provide an efficient and effective support service for the school. Duties are commensurate with the job grade.

Duties:

- Produce accurate school data and high-quality analysis for SLT, Middle Leaders, Governors and external agencies, including pupil progress, attainment, attendance and behaviour.
- Support the effective use of data across the school to improve teaching, learning and student outcomes.
- Ensure the accuracy, integrity, security and confidentiality of student data.
- Coordinate the import, export and transfer of student data between internal and external systems for all Key stages.
- Produce and distribute student progress reports and other performance information using SIMS, 4Matrix, FFT, ALIS and other relevant data sources.
- Prepare routine reports, formatted tables and charts, ensuring accuracy and completeness before distribution.
- Support the school's self-evaluation processes through the provision of accurate and timely management information.
- Support with termly census returns.
- To have current knowledge of all software used for data analysis.
- Support the interfacing of SIMS with other data management systems, including third party provider products e.g. 4Matrix.
- Create and maintain reports to analyse attainment, attendance, progress and behaviour trends for individuals and groups of students.
- Produce progress reports, mock examination results, CATs report and other performance data as required.
- Collate examination and assessment results and complete data returns requested by the school.

Administration:

- Provide administrative support to SLT and school staff as directed by line manager.
- Manage electronic and manual filing and record/information systems (SIMS).
- Manage correspondence and communication with parents, carers and external agencies as and when required.
- Produce letters, reports, spreadsheets and other documentation.
- Support with student and staff First Aid and welfare, liaising with parents/staff etc. (First Aid training will be provided).
- Support school events and parents evening where required.
- Be part of the Administrative staff rota for collecting students' mobile phones.
- Undertake note-taking and administrative support for meetings.

Professional Standards:

- Comply with policies and procedures relating to safeguarding, child protection, staff code of conduct, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate staff member.
- Promote equality, diversity and inclusion and support the school's values and ethos.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, training and professional development activities.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide additional administrative support to other areas across the school as required.
- Assist in the cover duties of absent administrative staff where appropriate.

This Job Description sets out the tasks and responsibilities of the post at the time it was prepared. These may vary from time to time without changing the general character of the task or responsibility entailed. Such variations are a common occurrence and cannot themselves justify a re-grading of the post.

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Person Specification

The Person Specification is strictly related to the requirements of the post as determined by the current Job Description. Short listing is carried out on the basis of how well you meet the requirement of the person profile. You should refer to these requirements when you complete your application form.

KNOWLEDGE, SKILLS AND APTITUDES

1. Excellent knowledge of data management, analysis and reporting. (E)
2. Advanced Excel skills including formulas, lookup functions, pivot tables and data analysis tools. (E)
3. Experience of working with Management Information Systems, preferably SIMS or Arbor. (E)
4. Understanding of data protection legislation and GDPR requirements. (E)
5. Ability to analyse and interpret complex datasets and present findings clearly. (E)
6. Strong organisational skills with the ability to manage competing priorities and deadlines. (E)
7. Excellent written and verbal communication skills. (E)
8. High degree of accuracy and attention to detail. (E)
9. Ability to work independently and collaboratively with colleagues at all levels. (E)
10. Knowledge of educational performance measures and assessment systems. (D)
11. Experience of 4Matrix, FFT, ALPS, ALIS or similar education data platforms. (D)
12. Experience of Power BI or other reporting and visualisation tools. (D)
13. Understanding of school census and statutory returns. (D)

EXPERIENCE

1. Experience of administrative work in a busy office environment. (E)
2. Experience of dealing professionally with a range of stakeholders. (E)
3. Implementing efficient and effective administrative systems. (E)
4. Previous experience working within a school or educational setting. (D)

QUALIFICATIONS

1. GCSE or equivalent qualification in Maths and English. (E)
2. Good standard of general education. (E)
3. Evidence of relevant IT training would be advantageous e.g. Word / Excel etc. (D)
4. First Aid certificate. (D)
5. Relevant qualification in Business Administration, Data Management or Information Systems. (D)

OTHER REQUIREMENTS

1. The ability to work calmly under pressure. (E)
2. Adhere to working procedures and policies of the school. (E)
3. Ability to work flexibly and adapt to the needs of the service, including attending evening meetings and working during school closure periods when required. (E)
4. To show a personal commitment to safeguarding and promoting the welfare of children and young people. (E)