



Royal
Russell

Data Manager

To start as soon as possible



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is *'Non Sibi Sed Omnibus'* which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Data Manager

Salary: Competitive, dependent on experience

Hours: 37.5 hours per week, Monday to Friday on site, term time plus 6 weeks

You will have extensive experience of iSAMS (or similar) school Management Information System.

You will have in-depth experience of working with complex data sets, possess excellent Microsoft Excel skills and be familiar with data tools such as PowerBI or Schools Bi, and have a critical eye for detail.

You will have the ability to analyse data and inform colleagues of the outputs that will be critical in decision making across the School.

Your excellent communication skills will help to prioritise the many competing demands on your time.

You will be equally at ease both working under your own initiative and collaboratively with colleagues. You will join a dynamic and friendly team who all work together to support staff and pupils to achieve the highest standards.

Applications should be submitted to hr@royalrussell.co.uk by 9am on Monday, 1st June 2026

Interviews will take place during w/c 8th June 2026



Job Description

Purpose of Job

To drive a data culture forward within the school and co-ordinate and administer the efficient running of the School's academic management information system (iSAMS) in order to support the School's values.

Main Duties and Responsibilities

- Maintenance of the School's Management Information System (iSAMS), including the annual rollover process for setting up the new school year, and ongoing maintenance of student and behaviour records
- Set up the registration cycles prior to the beginning of each academic year.
- Set up the diary of School and Headmaster Detentions prior to the beginning of each academic year.
- In liaison with the Heads of Year and Senior School Deputy Head (Learning), assist with the creation and updates of the academic timetables throughout the year
- Manage students' subject choices and distribution of teaching group numbers, in consultation with the Senior School Deputy Head (Learning)
- Co-ordinate the integration and ongoing development of relevant data, processes and procedures into the School's existing management information infrastructure
- Act as key liaison between academic staff and the IT team to facilitate the above
- Make recommendations to inform decision-making and improve student performance specifically focusing on producing data, reports and analysis for attainment and progress, behaviour and attendance and self-evaluation
- Produce, develop and maintain reports for use from within iSAMS
- Manage the school reporting cycles according to the learning calendars of the Junior and Senior Schools and produce reports using assessment data to assist the appropriate team(s) to track student progress (input where necessary, organisation, reporting to interested parties; help to ensure data entered on time and completed by teaching staff accurately).
 - Work with the Junior and Senior School Deputy Heads (Learning) in setting clear and workable deadlines for data collection and to meet all deadlines



- Upload reports to the appropriate part of iSAMS
- Produce reports for the appropriate team(s) to facilitate a full analysis of the results of report grades
- Ad hoc requests for data and/or analysis as directed by the academic board.
- Summer Exam Results:
 - Produce accurate and timely analysis based on the Summer GCSE and A-Level Exam Series each year to the Senior Management Team and wider staff community
 - Complete the annual ISC exam results return
- Administration related to baseline assessments and the 'Value Added' statistics of the school, including (but not limited to):
 - Management and maintenance of the CEM (Centre for Evaluation and Monitoring at Cambridge University) system and testing procedures.
 - Liaise with CEM for all school data requirements
 - Develop and maintain target data from the CEM system
- Management of iSAMS, in conjunction with the appropriate teams
 - Ensure the integrity of the data stored within iSAMS
 - Troubleshoot reported problems with iSAMS and liaise with iSAMS as necessary
 - Extend and/or supplement the use of iSAMS to serve the present and future needs of the School and assist with staff training
 - Work closely with the IT team to ensure the smooth running of data systems
- Assist the Examinations Officer as and when required, including the gathering, analysis and distribution of information in the run up to public examinations and on results' days
- Completion of the Annual DfE School Census and Independent Schools Council (ISC) Census, as well as any other data returns from the DfE, ISC, ISI and the Headmasters' and Headmistresses' Conference (HMC).
- Liaise with other departments when required and as agreed with your line manager
- Liaise with the IT team regarding all technical aspects of iSAMS e.g. implementation of new systems and/or modules, upgrades, maintaining users and accounts, and troubleshooting issues.
- Train and support staff entering data into assessment recording systems



- Contribute to the implementation and compliance of data protection policies as it relates to iSAMS
- Develop standard operating procedures and best practices with regard to ongoing maintenance and usage of iSAMS, including providing written protocols and guidance to relevant stakeholders
- To support the Admissions team with iSAMS data queries including report generation queries and data management best practice
- Provide feedback on integrations between iSAMS and other School systems.

Professional Development

- In consultation with the SLT, respond to educational developments, both strategic and operational, which have implications on data management including data security and integrity
- Attend workshops, take courses, and read technology literature to acquire relevant knowledge and skills. Keep abreast of new technologies and research through contacts with technology companies, professional organisations, reading of publications, and attendance of professional conferences.

General Responsibilities

- Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School's Child Protection Policy and Safeguarding at all times
- Displays correct staff identification at all times whilst on site
- Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- Attend Royal Russell Day and Open Day as required.
- Adheres at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure own safety and that of colleagues as well as pupils and visitors
- Carries out any other reasonable duties as requested by members of the Senior Management Team

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astroturf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



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www.royalrussell.co.uk

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