GRAVENEY SCHOOL

Would you like the opportunity to work as part of a team of highly experienced and ambitious colleagues? Graveney is an extremely popular and successful 11-18 School, situated in South West London, SW17 with the benefit of being situated in beautiful campus style surroundings with excellent facilities and a warm community atmosphere. We have a commitment to providing the best opportunities to all students and to developing the professional skills and career opportunities of our staff, within a supportive and collaborative environment

Designated 'outstanding' by Ofsted in November 2022 and widely recognised as one of the top 100 state funded schools in the country.

"Top performing local school again, based on an aggregation of the five key accountability measures…" The Times

SIXTH FORM DATA ADMINISTRATOR

Full-Time – Permanent
Pay Scale Grade 6/7 £38,748 - £43,014

Graveney Sixth Form is a large and diverse institution with over 900 students studying over 30 different subjects. Students achieve excellent academic grades, and the vast majority progress to university or an apprenticeship. We have an exceptionally rich extra-curricular programme that supports our students' wider personal development. All students are part of a tutor group, and they receive a pastoral curriculum that is age-appropriate and complements their academic learning.

With such a large and vibrant community, comes a need to understand the many data points that arise on a daily, weekly, monthly, termly and yearly basis. This data might refer to academic progress, participation in the wider curriculum, student surveys, progression to Higher Education and much more.

We are seeking someone with excellent data analysis skills with an eye for detail who can help steer our resources to those areas that will have the greatest impact. The ideal candidate would be able to manipulate spreadsheets, identify priorities and communicate these clearly to relevant staff - both verbally and in writing. The role will require liaising with staff at all levels in school as well as with sixth form students. Candidates must also be highly organised and reliable. Working in schools also requires a degree of flexibility and a sense of humour! Training will be provided on school systems to ensure that the work is impactful and done efficiently.

Further information for candidates, application form and job description, can be found at https://www.graveney.org/Recruitment/

Electronic applications to be returned to recruitment@graveney.wandsworth.sch.uk

Please note that applications will be considered for shortlisting as and when they are received and the Trust reserves the right to close the advert at any time.

Closing date: Noon, Friday 27 November 2026
Interview Dates: Week commencing 30 November 2026

Graveney Trust is committed to safeguarding and ensuring the well-being and safety of staff and students. All our employees, volunteers and contractors share this commitment and we will carry out Enhanced DBS checks for all appointments as well ensuring that our rigorous prerecruitment checks are strictly adhered to.

We foster an inclusive culture that promotes equality of opportunity and values diversity creating an environment where the rights and dignity of all members of our community are respected. We promote a culture that allows staff to grow and flourish, regardless of age, disability, gender identity or expression, race, religion or belief, sex, or sexual orientation.

www.graveney.org

[No Recruitment Agencies]