



Candidate Information Pack

Data and Exams Officer

July 2026



PARK HIGH SCHOOL



WARNING
CITY OF BRISTOL
CITY OF BRISTOL



All visitors & deliveries
must report to reception.
Thank you.

Main Entrance →

Site Supervisor at: 43 Thistlecroft Gdns.

Appointment for September 2026

Permanent, Full time/term time plus 2 weeks and additional days as required. Flexibility will be required during peak assessment and examination periods, including results days in August where applicable.

Outer London Pay Scale H7 (£33,389- £35,316) actual salary + £1500 R&R one off payment for the right candidate, following completion of 6 months service.

For further details and an application form, [click here](#).

An early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.

Thank you for your interest in working at Park High School.

Park High is a fantastic place to work and develop professionally. As a school of character and opportunity, where visitors recognise its caring and harmonious ethos, and we work together to provide our students with the best opportunities.

We are seeking to appoint a colleague who shares our passion for leaving and commitment to creating a positive impact in our community. We would love you to come and join us.

If you are a dedicated and enthusiastic professional looking to work in an environment where collaboration and growth are valued, we look forward to receiving your application.

Introduction

We are looking for an enthusiastic Data and Exams Officer who wants to join a thriving team.

Park High School is an 11-18 mixed multi-ethnic comprehensive school of almost 1,500 students, situated in the London Borough of Harrow. There are very high achievement levels and excellent facilities. In 2024, Ofsted rated the school as Good in all areas.

We can offer:

- An exciting working environment where innovation, teamwork and engagement are at the core of all we do.
- An award-winning, vibrant school that continues to achieve extremely high standards, both in Harrow and beyond.
- A genuine and active pursuit of well-being for all members of our community.
- A supportive, enthusiastic and inspiring team within which to grow and develop.
- Excellent opportunities for professional growth and career progression.



Data and Exams Officer Job Description

This job description is not intended to be an exhaustive definition of the post. It may be reviewed periodically and may be subject to amendment, following consultation, to reflect the changing needs of the school.

Location: Park High School, Stanmore

Responsible to: Data and Exams Manager/Assistant Headteacher with responsibility for Data, Assessment and Examinations

Responsible for: To lead the effective administration and delivery of all internal and external examinations, ensuring full compliance with awarding body and JCQ regulations, while supporting the accurate management, analysis and reporting of student and school data, and providing high-quality operational support to ensure examinations and data processes run efficiently throughout the academic year.

About the Role:

This is a key operational role within the school, combining responsibility for the accurate administration and reporting of student data with the effective organisation and delivery of internal

and external examinations. The postholder will work closely with senior leaders, curriculum leaders, teaching staff, support staff, students, parents/carers and external agencies to ensure that both data systems and examinations processes are efficient, compliant and supportive of high standards and strong student outcomes.

For much of the academic year, the role will support the school's assessment, reporting and data functions, ensuring information is accurate, timely and useful for monitoring progress and informing decision-making. During the examination season, however, the postholder will predominantly take the Examinations Lead, overseeing the day-to-day planning, coordination and smooth delivery of the examinations cycle, including overseeing and directing the Lead Invigilators to ensure that all examinations are run in accordance with JCQ and awarding body requirements.

This role would suit a highly organised, calm and meticulous professional who enjoys working at pace, can manage competing deadlines and has the confidence to build strong working relationships across the school community.

Job Purpose:

To support student achievement through the accurate management of school data and the efficient, secure and compliant administration of internal and external examinations. The postholder will maintain the integrity of data and examinations systems, provide timely information and analysis to staff and leaders, and ensure that examination arrangements are planned and delivered effectively. During examination periods, the postholder will take a leading operational role in the coordination of examinations across the school.



Main Duties and Responsibilities:

Examinations and Leadership Administration

- Coordinate and administer all aspects of the examinations cycle, including internal, mock, external and vocational examinations and assessments, ensuring that all deadlines are met and all arrangements comply with JCQ, Ofqual and awarding body requirements.
- During the examination season, predominantly take the Examinations Lead for the school's day-to-day examinations operation, ensuring that examination activity is planned, communicated and delivered efficiently and professionally.
- Act as a main point of contact for examination boards and awarding bodies, and communicate relevant regulations, deadlines, timetables and updates to staff, students and parents/carers.
- Process examination entries, amendments, withdrawals, estimated entries and candidate statements of entry accurately and within required timescales.
- Produce and distribute candidate timetables, seating plans, rooming information, desk labels, invigilator packs and other documentation required for the successful running of examinations.
- Liaise with the SENDCo and other relevant colleagues to ensure approved access arrangements, reasonable adjustments and special consideration processes are implemented correctly and in line with current regulations.
- Ensure the secure receipt, checking, storage, handling and dispatch of confidential examination papers, scripts, coursework and NEA materials, maintaining accurate records and audit trails at all times.
- Coordinate results days, including downloading, checking, collating and distributing results, and administer post-results processes such as reviews of marking, enquiries and appeals.
- Support the maintenance and review of examinations policies, candidate guidance and contingency planning, ensuring the school remains inspection-ready and fully compliant.
- Coordinate rooming and re-rooming arrangements during the exam season and support rooming changes outside of the exam season where these relate to examinations, assessments or wider operational requirements.

Invigilation Leadership:

- Oversee and direct the Lead Invigilators during examination periods, ensuring consistent standards, clear communication and effective day-to-day operational delivery across all examination venues.
- Support the recruitment, induction, training, deployment and ongoing coordination of invigilators, working with Lead Invigilators to ensure appropriate staffing and professional practice.
- Provide direction during examination sessions so that rooms are prepared correctly, examinations start punctually, incidents are handled appropriately and all procedures are followed securely and consistently.

Data Management, Assessment and Reporting

- Maintain the accuracy, integrity and confidentiality of student and school data across the school MIS and associated systems.
- Support the administration of assessment cycles by setting up and maintaining marksheets, templates, imports, exports and other reporting processes for relevant year groups and subjects.
- Produce progress reports, data summaries and other reporting outputs for staff, students and parents/carers in line with the school's reporting calendar.
- Generate, analyse and present attainment, progress and examination data for senior leaders, curriculum leaders, governors and other stakeholders as required.
- Support the management of prior attainment, target-setting and assessment datasets, using school systems and external platforms such as FFT, SISRA, ALPS, GL or equivalent where applicable.
- Assist with the completion of the school census and other statutory or external data returns, ensuring information is accurate and submitted on time.
- Work closely with the Data Manager and relevant leaders to ensure examination and reporting data are used effectively to monitor progress, identify trends and support school improvement priorities.

Systems, Communication and Administration

- Develop, maintain and improve administrative systems and procedures relating to data handling, assessment, reporting and examinations so that they remain efficient, robust and fit for purpose.
- Maintain accurate records, logs and documentation relating to examination entries, results, certificates, correspondence, reporting and data processes.
- Liaise professionally with students, parents/carers, staff, external agencies and awarding bodies on matters relating to examinations and data.
- Support the import, checking and processing of examination results into school systems and contribute to the production of data required by departments and senior leaders.

Safeguarding, Compliance and General Responsibilities

- Maintain the highest standards of confidentiality and ensure compliance with GDPR, data protection legislation and school policies relating to information security.
- Be aware of and comply with safeguarding, child protection, health and safety, equality and security procedures, reporting any concerns in line with school policy.
- Attend relevant meetings and training and take part in continuing professional development appropriate to the role.
- Contribute positively to the values, ethos and wider work of the school.
- Undertake any other duties commensurate with the grade of the post as reasonably directed by the Headteacher or line manager.



Person Specification

We will be looking for the following:

Criteria	Essential	Desirable
Qualifications and Training	GCSE Grade 4/C or above, or equivalent, in English and Mathematics. Strong ICT skills, particularly in Microsoft Excel, databases and standard Office applications. Willingness to undertake relevant training in examinations administration, data systems and safeguarding.	A relevant qualification in administration, business support, data management or a related area. Training in school MIS, examinations administration, JCQ procedures or data analysis systems.
Experience	Experience of working in a school-based administrative, data, assessment or examination's role involving complex processes and fixed deadlines. Experience of maintaining accurate records and handling large volumes of sensitive or confidential data. Experience of using databases, spreadsheets and/or school information systems to input, manipulate and report information. Experience of working under pressure, managing competing priorities and meeting tight deadlines with a high degree of accuracy. Experience of communicating effectively with staff, students, parents/carers and external bodies.	Experience of coordinating or supporting the full examinations cycle, including entries, timetabling, exam-day administration, results and post-results activity. Experience of overseeing examination room arrangements, invigilators or Lead Invigilators during examination periods. Experience of producing or presenting attainment, progress or examination analysis for leaders and other stakeholders.
Knowledge and Skills	Sound understanding of the need for accuracy, compliance, security and confidentiality in relation to examinations and data. Good numeracy, analytical and interpretative skills. Excellent organisational skills, with the ability to plan, prioritise and manage workload independently. Excellent written and verbal communication skills and the ability to build effective working relationships with a wide range of stakeholders. Strong attention to detail and a methodical approach to checking work. Ability to remain calm, professional and solution-focused under pressure, particularly during peak examination periods. Confidence in learning and using new systems quickly and accurately.	Knowledge of school MIS and associated systems such as SIMS, Bromcom, SISRA, FFT, ALPS, GL or equivalent platforms. Knowledge of JCQ requirements relating to access arrangements, special consideration, examinations administration and post-results services. Knowledge of assessment, reporting and examination processes across KS3–KS5.

Personal Qualities	Flexible, proactive and willing to respond to changing priorities during busy periods. Methodical, dependable and able to work effectively both independently and as part of a team. Positive, professional manner with the ability to build strong relationships across the school community. Resilient and calm when working under pressure. Commitment to safeguarding, equality of opportunity and the ethos and values of the school.	Confidence to suggest and implement improvements to systems and processes in order to improve efficiency and service delivery.
Additional Requirements	The postholder will be expected to work flexibly at key points in the school year, particularly during reporting cycles, examination periods and results days. The postholder must be committed to safeguarding and will be required to undergo all appropriate safer recruitment checks, including an enhanced DBS check where applicable.	



History of our School

Park High is an 11-18 mixed multi-ethnic comprehensive school of almost 1500 students, situated in the London Borough of Harrow. There are very high achievement levels and excellent facilities.

Park High School opened 29th August 1939. Originally as two schools Chandos Girls School and Chandos Boys School. Both Schools closed shortly after, as on 3rd September 1939 Prime Minister Chamberlain declared war on Germany, and it was announced: "all schools should be closed until further notice."

On 23rd October 1939 the school was operational once more. On the reopening of the school student numbers were limited until adequate protection could be provided. The Anderson shelters which were built now reside under the 'grassy knoll' beside the English block; these were concrete shelters five or six steps below ground level, each shelter holding two classes and two teachers. As raids became more frequent, more lessons were delivered by the teachers in the shelters, using the back of the toilet doors as a blackboard.

Chandos Girls School and Chandos Boys School continued to co-exist and provide education until 1974 when they were amalgamated and became Park High School.

In 2007 we welcomed our first sixth formers in a Harrow schools' response to the movement of post 16 young people out of Harrow.

In 2010, our first cohort of Year 7 students arrived, as Harrow joined other boroughs nationally in removing middle schools from the system.

In August 2011 Park High converted to an Academy status.

We have partnered with Challenge Partners, a national network of schools and trusts committed to reducing educational inequality. In particular, we work closely with the Chrysalis Hub, who provide us with training and bespoke programmes to support whole school improvement. -school improvement.

We have been awarded three prestigious Areas of Excellence in SEND, CEIAG, and CPD, and were judged to be Leading in all areas in our most recent Quality Assurance Review. These accolades highlight our dedication to providing an inclusive, aspirational, and forward-thinking education for every student. -thinking education for every student.

Our latest Ofsted inspection 2024 found us to be 'GOOD' in all areas.

"Relationships between staff and students feel respectful and supportive, creating a culture where students feel safe and motivated to succeed."

Challenge Partners 2026

Values and Ethos

Our Vision

To inspire young people to be confident and successful learners who contribute positively to society as responsible citizens.

Quality of Education

Exceptional teaching and learning, where each teacher and learner bring the best version of themselves to the learning journey.

Behaviour and Attitudes

Exceptional behaviour as a member of our community and as learners in our classrooms, our School Code and Character Virtues are the lived experience in classrooms and corridors.

Our Ethos

Investing in each other to be the very best we can be.

Our Character Virtues

Resilience: *The ability to recover quickly from struggles and setbacks.*

Integrity: *The ability of having and following strong moral principles.*

Curiosity: *The ability to be eager to know or to learn something new.*

Teamwork: *The ability to work with others effectively and efficiently.*

Compassion: *The ability to show care and concern for others.*

We use these terms as part of our daily language and encourage their use in classrooms by using the praise points system. These Character Virtues underpin everything we do at the school and are seen across all areas of the Academy.



"Pupils, and students in the sixth form, at Park High are welcoming and polite to visitors. They show respect to the adults who work with them and consideration towards each other. They understand and embody the school's 'character virtues' of curiosity, integrity, resilience, teamwork and compassion. They are helped to be the best version of themselves and expected to achieve well, which most do."

Ofsted 2024

Investing in each other to be the very best we can be.



Staff Benefits

At Park High School, we recognise that our employees are our greatest asset, and we take pride in offering a comprehensive range of benefits designed to support your wellbeing, professional development and work-life balance:

- Generous Pension Scheme with an employer contribution.
- Complementary health services including access to a private virtual GP, online CBT and private physiotherapy services.
- 24/7 Employee Assistance Programme – emotional, financial support by a team of qualified professionals, trained counsellor who can help you with a diverse range of problems, including bereavement, separation/divorce, mental health troubles and more.
- Eyecare vouchers for a free eye test and contribution towards glasses for display screen equipment users.
- Paid lunchtime duties with a free lunch
- Comprehensive CPD programme tailored to individual professional needs.
- Own laptop for all relevant staff.
- Collaboration with local high schools
- Free flu vaccinations
- Cycle to work scheme.
- Free Coffee and Tea for all staff
- Electric Vehicle Scheme

Staff Development

Park High School recognises that its staff are our greatest resource and so we invest time and effort into everyone's professional development. Professional development underpins all our work.

Staff development is highly regarded, and we have strong partnerships with universities and other professional institutions, and we actively support our staff in pursuing Master's and other higher qualifications.

Equal Opportunity

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no person receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

Park High School is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are required to conduct online searches for shortlisted candidates in accordance with the Keeping Children Safe in Education guidance in order to identify any incidents or concerns which are publicly available online. We are an Equal Opportunities employer.

Safeguarding

The school is committed towards safeguarding and promoting the welfare of all pupils and young people under the age of 18. This commitment includes:

- preventing maltreatment and/or abuse
- preventing their health or development being detrimentally impacted
- providing safe and effective care in School
- taking positive action to enable each pupil to succeed.

We recognise that the treatment of a pupil during their learning years can have a significant impact on their future. Every member of the school, from governors to support staff, has a role to play in providing pupils with the best possible grounding for their personal and educational development.

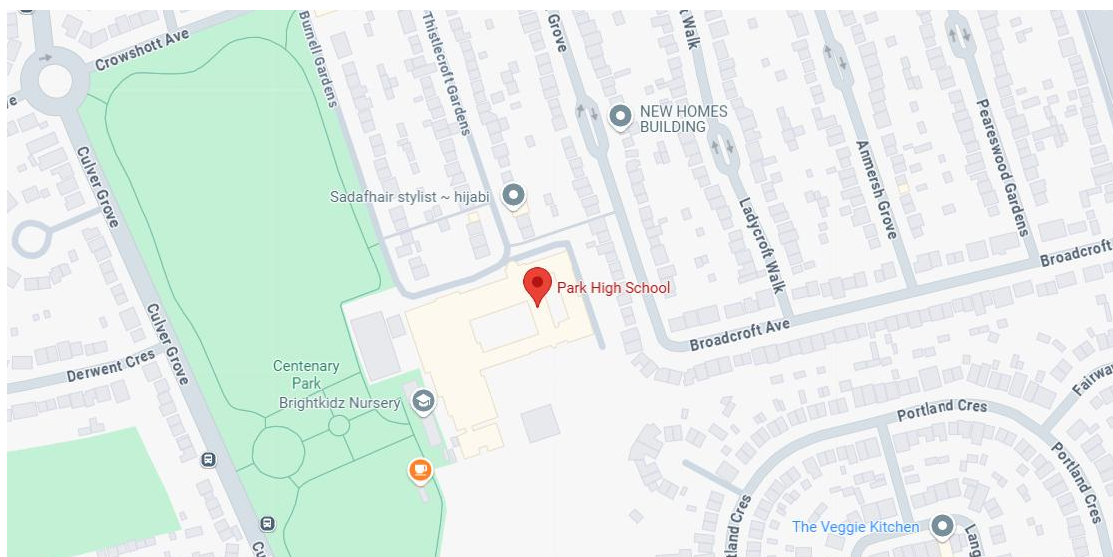
We are committed towards implementing a high standard of behaviour and conduct within our school. This policy applies to every member of staff working or volunteering within the school.

The school is committed to safeguarding and promoting the welfare of children and young people, and the successful applicant must provide satisfactory references and will be subject to an enhanced Disclosure and Barring Service check.

"Pupils are kept safe. They can identify trusted adults and know who to go to for help if they need it."

Ofsted 2024

Getting Here



By Car

There is no visitor parking on site. You can park on the surrounding roads but please be mindful of our neighbours. We operate a one-way system so please approach the school via Burnell Gardens and exit via Thistlecroft Gardens.

Please note Harrow Council have introduced ANPR cameras at the beginning of Burnell Gardens and Thistlecroft Gardens, the restrictions are in place from 8.15am to 9.15am and 2.30pm to 3.30pm.

By Tube

Canons Park on the Jubilee Line is the nearest tube station with a 20-minute walk to the school (or take the No. 79 bus towards Alperton).

By Bus

79 bus to Honeypot Lane (Wigton Gardens)

324 bus (Hail & Ride) to Culver Grove

114 bus to Streatfield Road (Kenmore Road)

186 bus to Wemborough Road (Abercorn Road)

All followed by a 5-minute walk.

Headteacher: Mrs Colette O'Dwyer

Park High School

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Linkedin: [Park High School](https://www.linkedin.com/company/park-high-school)



Resilience . Integrity . Curiosity . Teamwork . Compassion