



Candidate Information Pack

Data and Exams Manager

June 2026



PARK HIGH SCHOOL



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

Main Entrance →

Site Supervisor at: 43 Thistlecroft Gdns.

Appointment for September 2026

Term Time plus 4 Weeks. Flexibility will be required during peak assessment and examination periods, including results days in August where applicable.

Outer London Pay Scale, H9/29-30 (£40,158-£42,956)

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.

If you are interested in learning more about the school and the role, we invite to contact us to book a time to visit.

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 Manager 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 Manager 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: Assistant Headteacher with responsibility for Data, Assessment and Examinations

Responsible for: Line management of the Data and Exams Officer and the Data and Assessment Administrator, with overall responsibility for the effective coordination, quality assurance and compliant delivery of the school's data, assessment, MIS and examinations functions.

About the Role:

We are seeking to appoint an exceptional Data & Exams Manager to lead the strategic and operational delivery of the school's data, assessment, MIS and examinations functions. This is a pivotal post for an experienced, highly organised and analytically minded professional who can ensure that systems, processes and statutory requirements are delivered accurately, efficiently and compliantly throughout the academic year.



The successful candidate will provide leadership across the full data and examinations cycle, working closely with senior leaders to support school improvement through high-quality information, effective systems and robust examinations management. The role includes line management of the Data & Exams Officer and the Data & Assessment Administrator, with overall responsibility for quality assurance, compliance, coordination and continuous improvement across all overlapping functions.

What You Will Lead:

- The effective administration and delivery of all internal, mock, external and vocational examinations.
- The strategic management of the school's MIS, data systems, assessment processes and reporting cycles.
- The production, interpretation and quality assurance of student and school performance data for senior leaders, curriculum leaders and governors.
- The completion and submission of statutory data returns, including census and other external reporting requirements.
- The secure, compliant and efficient delivery of examinations in line with JCQ, awarding body and school requirements.
- The coordination and oversight of rooming and re-rooming arrangements during the exam season, with support for related operational changes outside of the exam season where these relate to examinations, assessments or wider operational requirements.
- The line management, support and development of the Data & Exams Officer and the Data & Assessment Administrator.



Key Responsibilities:

- Lead and develop the school's data, assessment, MIS and examinations systems so that they are accurate, efficient, secure and fit for purpose.
- Provide strategic and operational support to senior leaders by delivering clear, timely and insightful analysis to inform decision-making and school improvement.
- Oversee examinations planning, entries, timetables, rooming, access arrangements, candidate documentation, results processing and post-results services through the effective coordination of the team.
- Ensure all data and examinations processes comply fully with statutory, regulatory and school requirements, including GDPR, JCQ and awarding body regulations.
- Maintain high standards of data integrity, reporting accuracy and operational reliability across the academic year.
- Drive continuous improvement in systems, processes and staff use of data to support effective practice across the school.

What We Are Looking For:

- Significant experience of school data management, MIS and reporting in an educational setting.
- Strong understanding of assessment, reporting, statutory returns and the use of data to support school improvement.
- Experience of examinations administration and/or oversight, including compliance with JCQ and awarding body requirements.
- Excellent analytical, organisational and problem-solving skills, with the ability to manage multiple priorities and tight deadlines.
- Strong communication and interpersonal skills, with the ability to work effectively with senior leaders, teaching staff and support staff.
- Confidence in leading and improving systems, supporting colleagues and line managing staff effectively.
- A commitment to accuracy, confidentiality, safeguarding and continuous professional improvement.

Why Join Us?

- A key leadership support role at the centre of school improvement.
- The opportunity to shape and strengthen whole-school data, assessment and examinations systems.
- A varied and influential role working closely with senior leaders and supporting high standards across the school.
- A chance to lead, develop and coordinate a strong operational team across data and examinations.

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.



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

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

Resilience . Integrity . Curiosity . Teamwork . Compassion



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.

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

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.

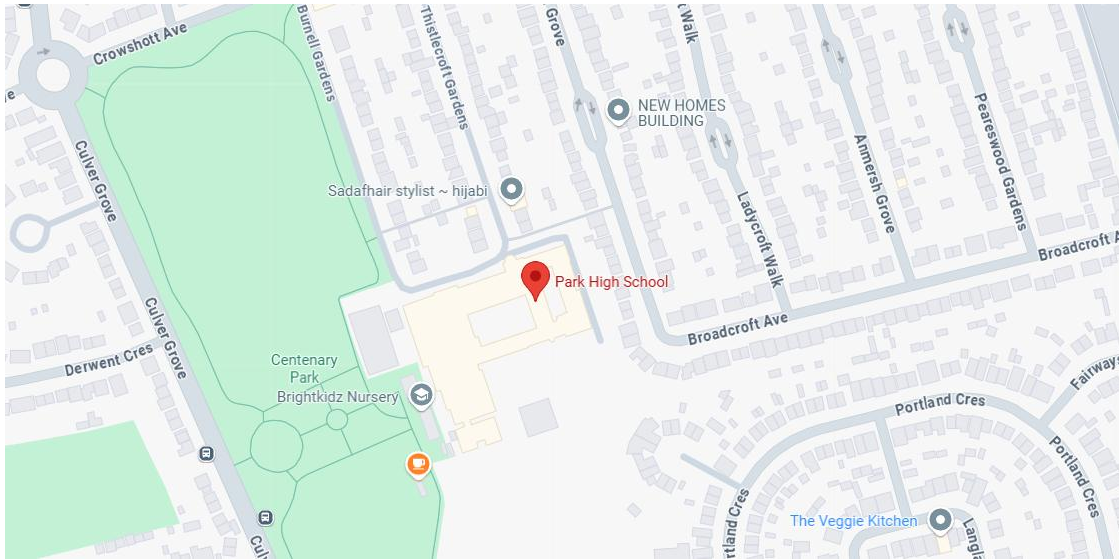
We are committed towards implementing a high standard of behaviour and conduct within our school. This policy applies to every member of staff working or volunteering within the school.

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

Thistlecroft Gardens, Stanmore, Middlesex HA7 1PL

Tel: [020 8952 2803](tel:02089522803)

www.parkhighstanmore.org.uk

Email: info@parkhighstanmore.org.uk

Instagram: [@parkhigh.school](https://www.instagram.com/parkhigh.school)

Facebook: [@ParkHighStanmoreOfficial](https://www.facebook.com/ParkHighStanmoreOfficial)

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



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