

Hatch End High School

Headstone Lane, Harrow

Middlesex HA3 6NR

Tel: 020 8428 4330

Email: hr@hatchend.harrow.sch.uk



Data Manager

36 hours per week (Term Time Only plus 2 weeks in August)

Salary: H7 (£33,387 - £35,313)

Closing date: 9am Friday 10th July

Start date: September 2026 or asap

NB We reserve the right to shortlist, interview and appoint prior to the closing date and so early applications are encouraged.

Hatch End High School is a warm, happy and academically successful school in Harrow with a large and highly successful Sixth Form. We are proud of being a high performing, inclusive community school which welcomes all cultures, faiths and beliefs. We know that the high expectations, outstanding teaching and creative dedication of staff combined with the enthusiasm, discipline and ambition of students is what makes Hatch End a fantastic place to study, develop and excel. We have an uncompromising and relentless focus on the quality of teaching and learning and on professional development so we can fulfil our vision to enable all young people to make exceptional progress and achieve outstanding outcomes, so they are able to live fulfilling and successful lives. Our school ethos, WE CARE: Co-operation, Ambition, Respect, Empathy, underpins everything we do.

We are looking for a highly organised, proactive and solution focussed professional to lead, manage, develop, and be accountable for the data team and ensure that data is provided for all school requirements. The Data Manager must know how to manipulate data, present it for different audiences, train staff to analyse data and manage a team, effectively prioritising requests. The team is comprised of a Data Manager, Assistant Data Manager, Admissions Officer, and an Attendance Officer. This is an exciting opportunity to lead a key area and to support students to get the very best outcomes. The post demands a very high level of understanding of data management and its complexities. This role is available due to retirement and with a varied portfolio. Prior experience of working with education-based data is essential.

The successful applicant will:

- be organised and efficient;
- have experience of working in a school or educational environment;
- be keen to provide accurate data that is accessible for all
- be able to problem solve and good at logistical planning;
- have an enthusiastic and positive approach;
- have energy, stamina, and a sense of humour.

Our school ethos: We CARE Co-operation, Ambition, Respect, Empathy

We will:

- be ambitious and always expect the highest standards from students and staff;
- provide a creative and stimulating teaching and learning environment in which every student feels safe and secure to express themselves and fulfil their optimum potential;
- deliver a broad and exciting curriculum which stretches all our students and enables them to achieve, develop and extend their life skills;
- create a calm and disciplined environment in which positive relationships flourish;
- work in co-operation and partnership with our families and wider community in a common endeavour to deliver excellence;
- develop out students' appreciation and respect for others as well as for themselves;
- reflect regularly on our school's strengths and areas for development to continue to thrive.

Why work at Hatch End High School?

- In joining Hatch End High School, you can expect to work in an environment where teaching and learning is at the heart of everything we do; and where all staff work as a community to support our students to fulfill their potential.
- The school has a comprehensive professional development programme tailored to individual needs, from ECT to middle and senior leadership; new staff are supported and guided by highly skilled and experienced colleagues, and by partners in external organisations.
- Staff have a wide range of opportunities to collaborate and develop their career within the Harrow Collegiate Alliance.
- Staff are afforded many benefits and rewards such as a staff wellbeing programme including free Pilates classes, eye tests and the Cycle to Work Scheme.
- We have excellent transport links with central London, Hertfordshire, Brent and Barnet.

Hatch High School is an equal opportunities employer. This school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts working in schools are subject to an enhanced DBS clearance and two written references.

To make an application:

- Please read the attached Job Description before completing your application form (to the right on desktop, below on mobile).
- To apply, please complete the My New Term Application Form using the Supporting Statement section of the form to detail your suitability for the role, how your knowledge, experience and training meet the person specification. Please note CVs are not accepted.
- This vacancy closes on Friday 10 July 2026 at 9am, however early application is advised as we reserve the right to close the advert early should a suitable applicant be found.
- Interviews are to take place on Wednesday 15 July

- If you have any questions or would like to discuss this role further, please contact HR at hr@hatchend.harrow.sch.uk
- Please note that it may not be possible to inform candidates if they have not been successful for interview in anticipation of a high response to this vacancy.
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