



## **BROUGHTON HALL CATHOLIC HIGH SCHOOL**

**Yew Tree Lane**

**Liverpool, L12 9HJ**

**Telephone 0151 541 9440 / Fax 0151 259 8448**

**E.mail: admin@broughtonhall.com**

**Head Teacher: Ms S A Clarke B.Ed (Hons), M.Ed, NPQH**

**Number on Roll 1166 including 159 in Sixth Form**

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### **DATA MANAGER**

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| <b>REQUIRED TO START:</b> | As soon as possible   |
| <b>DURATION:</b>          | Permanent   |
| <b>HOURS:</b>             | Full Time - 35 hours per week term time only<br>Plus 10 school days in school holiday time/Inset days |
| <b>STARTING SALARY:</b>   | £21,074 (gross) (£16,170 actual – approximate)  |

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Governors are seeking to appoint an operationally and strategically motivated Data Manager to take a lead role in planning, development, design and monitoring all aspects of data within a busy school environment. The role also includes undertaking administrative activities relating to School Admissions.

The ideal candidate will have excellent ICT, analytical and data management skills and will be well organised, thorough with very good attention to detail, with an educational background. A sound knowledge of SIMS and Excel would be advantageous.

This post will offer variety, challenge and professional development.

**The Trustees are the Sisters of Mercy**

**Closing Date for Applications:- Tuesday, 20th November 2018**

**Interview Date:- To be confirmed**

**The post will be subject to an enhanced DBS clearance and satisfactory references.**

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**Broughton Hall High School actively supports continuous professional development for all staff and follows a whole school approach to staff performance and development.**

**Broughton Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**