



BROUGHTON HALL CATHOLIC HIGH SCHOOL

Yew Tree Lane

Liverpool, L12 9HJ

Telephone 0151 541 9440 / Fax 0151 259 8448

Email: recruitment@broughtonhall.com

Head Teacher: Mrs S O'Rourke B.A. (Hons), PGCE

Exams, Data and MIS Management

SALARY:	PASS 7
CONTRACT:	Full time permanent (annualised hours)
HOURS:	Annualised term time plus 5 INSET days & 10 additional days.
CLOSING DATE:	Thursday 11 th June at 10.00 am
INTERVIEWS TO BE HELD:	Monday 15 th June (timings TBC)
START DATE:	1 st September 2026 or ASAP

The Governors wish to appoint an exceptional Exams, Data and MIS Manager to work within a talented, highly motivated and supportive team of teachers and support staff within our successful school community.

The person we are looking for will:

Lead and manage the school's examinations, data and management information systems functions, ensuring accuracy, compliance and efficiency across all areas.

The postholder will be responsible for the effective administration of all internal and external examinations, the management and analysis of student performance data, and the maintenance and development of the school's Management Information System (MIS). They will provide high-quality information and analysis to support school improvement, student achievement and strategic decision-making.

As a member of the support staff team, the postholder will actively contribute to the Catholic life and mission of the school and support the school's commitment to excellence, inclusion and service.

About Broughton Hall Catholic High School

Broughton Hall is a Catholic High School, proud of its strong Catholic ethos and values. The school has an excellent reputation and promotes an inclusive education which develops creativity, confidence and independence. The school is committed to the continuous professional development of all staff including our Aspiring Leaders, NPQML and NPQSL programmes.

Applications to: recruitment@broughtonhall.com

For further information about the school please visit the school's website www.broughtonhall.com

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references and Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act - accessed [here](#) - and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.