



# Broughton Hall Catholic High School

## Application Pack

<b>Role:</b>	Exams, Data and MIS Manager
<b>Start Date:</b>	1 <sup>st</sup> September 2026 or ASAP
<b>Closing Date:</b>	Thursday 11 <sup>th</sup> June 2026
<b>Shortlisting Date:</b>	After the closing date
<b>Interview Date:</b>	Monday 15 <sup>th</sup> June 2026
<b>Salary Scale:</b>	PASS 7 (dependant on experience)
<b>Contract Term:</b>	Full-Time Permanent (annualised hours)

*"We pride ourselves on our high expectations of all pupils and have an 'Ambition for All' policy."*

Good  
Provider |  Ofsted

## Broughton Hall Catholic High School

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our mercy values permeate throughout our community.



Broughton Hall is Ofsted rated as a “Good” provider (November 2022).

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6<sup>th</sup> Form facility, which is shared with our neighbouring boys school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an ‘**Ambition for All**’ policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto ‘**Cor Unum et Anima Una**’ - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.

School has a weekly Newsletter – please [click here](https://www.broughtonhall.com/newsletter/) to view our latest edition.

## Welcome

Thank you for your interest in the position of Exams, Data and MIS Manager.

This pack has been designed to help you should you choose to submit an application form, which we sincerely hope you do. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all-girls school in Liverpool and serves many different areas making us a vibrant a diverse school. Our aim is to be a good school in all areas and we are seeking staff to apply to work with to be of that journey. Ofsted rated the school as “Good” in November 2022.



We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and hope that you are the person we are looking for to bring creativity and innovation to the role.

The school actively supports the professional development of all staff and opportunities for promotion exist. As a school we are proud of our catholic school community and that staff from across all areas of school are passionate about providing wide ranging opportunities for our students that ensure each one achieves their full potential.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'S O'Rourke'.

**Sarah O'Rourke**  
Head Teacher

## We Offer

- Pensions Scheme – Teacher Pension Scheme for teaching staff or Merseyside Pension Fund for support staff
- Regular training and development programme
- An enhanced Occupational Health & Well-Being App (Smart Clinic) with access to a wide variety of services e.g.
  - Virtual GP
  - 24 hour employee assistance line
  - Physiotherapy
  - Mental Health Services
  - Self-support and guidance tools
- Cycle2Work Scheme
- Tax Free Childcare Vouchers
- Supportive work environment where all staff are valued
- Continuous professional development for all staff and follow a whole school approach to staff performance and development

And that's not all, we place the outcomes of the children in our school at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

## Equal Opportunities

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

## Safeguarding & Enhanced DBS Checks

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School's child protection policies, code of conducts and managing allegations against staff procedures.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice's guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](#).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](#).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.



## Exams, Data and MIS Manager

<b>SALARY:</b>	PASS 7 (£33,699 – £36,363)
<b>CONTRACT:</b>	Full Time Permanent
<b>HOURS:</b>	Annualised hours – term time plus 5 INSET days AND 10 additional days.
<b>CLOSING DATE:</b>	Thursday 11 <sup>th</sup> June 10:00 am.
<b>INTERVIEWS TO BE HELD:</b>	Monday 15 <sup>th</sup> June (timings TBC)
<b>START DATE:</b>	1 <sup>st</sup> 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 have:**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
5 GCSEs or equivalent, Grade 4/C or above, including English and Mathematics	✓	
High standard of literacy and numeracy	✓	
Evidence of continuing professional development relevant to the role	✓	
Qualification in Data Management, ICT, Business Administration or Education Administration		✓
Arbor, SIMS or other MIS accreditation/training		✓

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of managing external and internal examinations in a secondary school	✓	
Experience of working with a school Management Information System (MIS)	✓	
Experience of maintaining and analysing student performance data	✓	
Experience of producing reports and analysis for senior leaders and stakeholders	✓	
Experience of working in a school environment	✓	
Experience of implementing data quality assurance processes	✓	
Experience of managing GCSE, A Level, BTEC, Cambridge Nationals or equivalent qualifications		✓
Experience of Arbor MIS		✓
Experience of School Census and Workforce Census submissions		✓
Experience of analysing School Performance and IDSR data		✓

Experience of supporting curriculum planning and timetabling processes		✓
Experience of line managing staff and/or invigilators		✓
Experience of managing budgets		✓

<b>Knowledge &amp; Skills</b>	<b>Essential</b>	<b>Desirable</b>
Proficiency in the use of a range of IT software packages including Microsoft Office	✓	
Detailed knowledge and understanding of JCQ regulations and examination board requirements	✓	
Excellent organisational and project management skills	✓	
Excellent communication skills with internal and external stakeholders at all levels	✓	
Ability to self-manage, meet deadlines, prioritise workload and work under pressure with a high degree of accuracy	✓	
Strong analytical and data interpretation skills	✓	
Ability to produce accurate and high-quality reports and presentations	✓	
Knowledge of GDPR, Data Protection legislation and information security requirements	✓	
Awareness of safeguarding and child protection legislation and guidance	✓	
Strong numeracy skills	✓	
Ability to train and support staff in the effective use of MIS and data systems	✓	
Ability to lead and support colleagues in areas specific to the role	✓	
Knowledge of vocational qualification quality assurance processes		✓
Advanced Excel and data reporting skills		✓
Knowledge of school accountability measures and performance frameworks		✓
Understanding of curriculum and timetabling structures		✓

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Works well as a member of a team	✓	
Ability to build and maintain successful relationships with people of all ages, treating them sensitively and with respect	✓	
Flexible and adaptable	✓	
Able to respond quickly and effectively to changes in examination regulations and statutory requirements	✓	
Patient, positive, approachable and professional	✓	
Maintains confidentiality and observes data protection regulations	✓	
Ability to relate well to children and adults	✓	
Displays commitment to the protection and safeguarding of children and young people	✓	
Excellent attention to detail and commitment to accuracy	✓	
Resilient and able to work effectively under pressure	✓	

Commitment to continuous professional development	✓	
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<b>Other Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Work in a confidential manner and observe and adhere to Data Protection regulations	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Commitment to supporting the Catholic ethos, mission and values of the school	✓	
Willingness to work additional hours during examination periods, results days and statutory return deadlines	✓	
A willingness to develop professionally and undertake training relevant to the post	✓	

### **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](mailto:recruitment@broughtonhall.com)

For further information about the school please visit the school's website [www.broughtonhall.com](http://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.*

### Exams, Data and MIS Manager

#### JOB DESCRIPTION

Job Title: Exams, Data and MIS Manager

Reporting to: Deputy Head Teacher

Salary: PASS 7 (dependant on experience)

Contract: Annualised hours – term time plus 5 INSET days and 10 additional days

Disclosure Level: Enhanced DBS

#### JOB PURPOSE

To 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.

#### Key Responsibilities:

##### Examinations Management

- Oversee and be accountable for all external examinations and assessments, including GCSE, A-level and vocational qualifications (BTECs, Cambridge Nationals, etc.), and non-examined assessments (NEAs)
- Produce and agree an annual examinations plan to meet school requirements and examination board deadlines.
- Organise and maintain the annual calendar of internal and external examinations and assessments, including the preparation and publication of examination and assessment timetables for students and staff
- Ensure all examination-related tasks are completed accurately and within required timescales.
- Coordinate NEA submission schedules and internal standardisation processes
- Manage all examination entries, amendments and withdrawals, ensuring compliance with awarding body regulations.
- Support internal quality assurance processes for vocational courses
- Act as the school's lead contact for examination boards, the Department for Education, Local Authority and other relevant agencies.
- Communicate examination information effectively to staff, students, parents and carers.
- Ensure all examinations are conducted in accordance with JCQ regulations and awarding body requirements.
- Manage and supervise the examinations team, including the recruitment, training, deployment and development of invigilators.

- Organise examination venues, seating plans, timetables, rooming arrangements and resources.
- Ensure examination materials are securely received, stored and distributed in accordance with regulations.
- Coordinate and administer access arrangements and special consideration applications, working closely with the SENDCo, pastoral teams and curriculum leaders.
- Oversee arrangements for students sitting examinations at alternative venues where required.
- Process and distribute examination results and prepare examination analysis reports for senior leaders, governors and curriculum leaders.
- Manage post-results services including reviews of marking, access to scripts and appeals.
- Organise and be present during results days and on key examination dates as required.
- Maintain accurate records and update the school's Management Information System (MIS) with examination data
- Monitor and manage the examinations budget, ensuring value for money and effective resource allocation.

### Data Management

- Create, maintain and quality assure data collection systems for assessment, monitoring and reporting cycles.
- Lead the administration of the school's assessment and monitoring processes.
- Maintain accurate records relating to student targets, attainment, progress and performance.
- Produce high-quality reports and analysis for senior leaders, governors, curriculum leaders and pastoral teams.
- *Analyse School Performance, IDSR and other accountability measures.*
- *Provide analysis of attendance, behaviour and pastoral data to support school improvement and student outcomes.*
- Ensure all data systems, templates and reporting mechanisms remain accurate, current and fit for purpose.
- Oversee quality assurance processes to ensure the integrity and reliability of student performance data.
- Support Senior Leaders and Curriculum Leads with the interpretation and analysis of performance data.
- Manage and maintain systems including Arbour and other performance analysis tools.
- Provide data analysis to support self-evaluation, school improvement planning and external accountability requirements.
- Ensure student data systems remain accurate and compliant with relevant legislation and guidance.
- Lead the administration of Key Stage 4 and Key Stage 5 options processes in collaboration with Senior Leaders, the SENDCo and Pastoral Leads.

### MIS Management

- Lead the management, maintenance and development of the school's Management Information System.
- Create and manage user accounts, roles, and permissions
- Maintain the school's pastoral structures, curriculum structures and course management systems within the MIS.
- Support the Assistant Headteacher with the creation, maintenance and implementation of the school timetable.
- Manage end-of-year and start-of-year MIS processes, ensuring smooth transitions between academic years.

- Oversee class lists, teaching groups and set changes in conjunction with Curriculum and Pastoral Leads.
- Lead on all student admissions, leavers and transfer processes within the MIS.
- Ensure pupil premium, free school meals, Ever 6 and other key student indicators are accurate and up to date.
- Complete and submit statutory returns including the School Census and Workforce Census.
- Maintain accurate attendance, enrolment and demographic information.
- Contribute to the school's wider data strategy and support and train staff in the effective use of MIS and associated systems.
- Work collaboratively with colleagues to maximise the use of technology and data systems across the school.
- Troubleshoot MIS issues, liaising with Arbor support and third-party vendors as needed

## WORKING TIME AND CONDITIONS

Annualised hours – term time plus 5 INSET days and 10 additional days

## DIMENSIONS

- Promote and safeguard the welfare of children and young people in accordance with school policies and statutory guidance.
- Contribute fully to the Catholic life, mission and values of Broughton Hall Catholic High School.
- Attend relevant meetings, training and professional development opportunities.
- Maintain confidentiality and comply with data protection legislation at all times. *Lead on data security and compliance within the school's information systems, ensuring adherence to GDPR, Data Protection legislation and school policies.*
- Work flexibly to meet the operational needs of the school, including occasional additional hours during examination periods and results days.
- Undertake any other duties commensurate with the grade and responsibility of the post as directed by the Headteacher.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

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The job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

<b>Post</b>	<b>Exams, Data and MIS Manager</b>
<b>Pay Spine</b>	<b>PASS 7</b>
<b>Responsible to</b>	<b>Headteacher</b>

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### 1. QUALIFICATIONS AND TRAINING

- 5 GCSEs or equivalent, Grade 4/ C or above including English and Mathematics
  - Evidence of continuing professional development relevant to the role
  - High Standard of Literacy and numeracy
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### 2. EXPERIENCE

- Experience of managing external and internal examinations in a secondary school
  - Experience of working with a school Management Information System (MIS)
  - Experience of maintaining and analysing student performance data
  - Experience of producing reports and analysis for senior leaders and stakeholders
  - Experience of working in a school environment
  - Experience of implementing data quality assurance processes
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### 3. LEADERSHIP AND MANAGEMENT

- The ability to inspire, enthuse, develop and support both students and colleagues.
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### 4. PERSONAL QUALITIES

- A willingness to uphold and live out our Catholic mission and Mercy values
  - A willingness to work well in a team and contribute towards collaborative work.
  - A willingness to learn and develop new skills
  - A willingness and flexibility to work outside normal school hours
  - The ambition to continue to progress in your career
  - A desire to make difference to the lives of young people
  - An excellent attendance record
  - Resilience and a sense of humour.
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### 5. EQUAL OPPORTUNITIES AND EDUCATIONAL COMMITMENT

- A proven commitment to inclusion
- A proven commitment to curriculum access and opportunity
- A proven commitment to comprehensive education
- A proven commitment to professional development
- Support the school unreservedly in its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.



