



St John Bosco  
ARTS COLLEGE

# Data and Assessment Manager

Recruitment Pack  
February 2026



**Contact details:**

www.stjohnboscoartscollege.com  
Storrington Avenue, Liverpool L11 9DQ  
Tel: 0151 330 5142  
Email: enquiries@stjohnbosco.org.uk

**Table of Contents**

**LETTER FROM THE HEADTEACHER ..... ERROR! BOOKMARK NOT DEFINED.**

**JOB ADVERTISEMENT..... 3**

**MISSION STATEMENT ..... 6**

**SCHOOL INFORMATION ..... 7**

**BOSCO BENEFITS..... 8**

**CAMPUS AND FACILITIES..... ERROR! BOOKMARK NOT DEFINED.**

**JOB DESCRIPTION..... ERROR! BOOKMARK NOT DEFINED.**

**PERSON SPECIFICATION..... ERROR! BOOKMARK NOT DEFINED.**



February 2026

Dear Applicant,

Thank you for your interest in the post of School Data and Assessment Manager at St John Bosco Arts College.

St John Bosco Arts College is a vibrant and ambitious Catholic school serving the Croxteth community. Rooted in our Salesian values of love, faith, community, respect and hope, we are committed to providing an education that enables every pupil to flourish academically, personally and spiritually.

The role of School Data and Assessment Manager is a key professional position within the school, with responsibility for ensuring that our data is accurate, timely, secure and meaningful. High-quality data underpins safeguarding, accountability, assessment and school improvement, and we are seeking someone who understands both the technical discipline and professional judgement required to manage this well in a busy secondary school environment.

This post is focused on the effective use and interpretation of existing school systems. The successful candidate will work closely with senior leaders to ensure statutory requirements are met, assessment data is trusted, and performance information supports clear and confident decision-making.

We are looking for an experienced school-based data professional who:

- understands statutory data and assessment frameworks,
- can prioritise effectively under pressure,
- and appreciates how data fits into the real rhythm of school life.

In return, we offer a supportive and collaborative working environment, high-quality professional development, and the opportunity to play a vital role in strengthening the systems that support our pupils, staff and wider school community.

If you are committed to accuracy, integrity and clarity in school data, and want to make a meaningful contribution to a values-led organisation, we would welcome your application.

Yours faithfully,

Mr Darren Gidman  
Headteacher

## Job Advertisement

# Data and Assessment Manager

<b>TITLE OF POST:</b>	<b>Data and Assessment Manager</b>
<b>SALARY GRADE:</b>	Salary Range: Pass scale 8. £37,280 - £39,862 pro-rata. Term Time + 2 weeks. The salary is competitive, negotiable based on experience and qualifications. There is also the opportunity for this Term Time only contract to be extended to a full-year basis - please get in touch.
<b>Responsible to:</b>	Headteacher Assistant Headteacher
<b>Works closely with:</b>	Headteacher Senior Leadership Team Exams Officer SEND and Pastoral Leaders
<b>Start Date:</b>	ASAP

The Governors of St John Bosco Arts College wish to appoint a highly skilled and motivated School Data and Assessment Manager to lead the accuracy, integrity and effective use of pupil and assessment data across the school.

This is a key professional role with responsibility for statutory data returns, assessment and performance information, and ensuring senior leaders have confidence in the data that underpins safeguarding, accountability and school improvement.

### Key Responsibilities

- Take strategic responsibility for the integrity and statutory compliance of all pupil and assessment data, ensuring it is accurate, timely and trusted by senior leaders.
- Take responsibility for statutory data returns, including census and assessment submissions, ensuring deadlines are met and risks are managed.
- Analyse and interpret assessment and performance data to support senior leaders in decision-making.
- Produce clear, concise and reliable data reports for a range of audiences, including senior leaders and governors.
- Support staff in the effective and proportionate use of assessment data, without increasing workload.

### Essential Qualifications & Experience

- Proven experience of managing pupil and assessment data within a school setting.
- Strong understanding of statutory accountability, assessment frameworks and school data requirements.
- Experience of working with school MIS and assessment systems (such as Bromcom, SIMS, SISRA or equivalent).

- High levels of accuracy, organisation and professional judgement.
- Strong communication skills and the ability to explain data clearly to non-specialist audiences.

### **Application Process**

Potential applicants are welcome to contact the school for more information and a school tour, please email [recruitment@stjohnbosco.org.uk](mailto:recruitment@stjohnbosco.org.uk).

Full details of the post and an application form are available from the [school website](#).

**Closing date:** Friday 20 March 2026, 12 noon.

*Please note that only applicants who have been shortlisted for posts will be contacted following the closing date.*

**Interviews:** Thursday 26 March 2026.

#### **Contact details:**

[www.stjohnboscoartscollege.com](http://www.stjohnboscoartscollege.com)

Storrington Avenue, Liverpool L11 9DQ

Tel: 0151 330 5142

Email: [recruitment@stjohnbosco.org.uk](mailto:recruitment@stjohnbosco.org.uk)

#### **DBS Checks and Safeguarding Commitment:**

At St John Bosco Arts College, we are fully committed to the safeguarding and welfare of all our students. As part of this commitment, all roles within our school, including the position of Educational Systems Manager, are subject to a comprehensive Disclosure and Barring Service (DBS) check. This process helps ensure that all staff members meet our stringent standards for the safety and protection of our students.



St John Bosco  
ARTS COLLEGE

# Our mission, vision and values

**'Together we inspire each other to flourish in faith,  
hope and love.'**

## Our vision

---

We want everyone within the St John Bosco family to go cheerfully into the world, sharing love, knowledge and kindness.

## Our mission

---

At St John Bosco, we provide an ambitious Catholic education that lays foundations for our students and our communities to flourish into the best version of themselves.

By working together, through the Salesian values we share we believe gladness and joy should be at the heart of everything we do, supporting future generations to surpass their incredible potential.

## Our values

---

At St John Bosco, everything we do is underpinned by our shared values. Each represent and reflect us as individuals, as a Catholic Salesian college, and a strong pillar of our local community.

Love



Faith



Community



Respect



Hope





## School Information

### School Information

St John Bosco Arts College is a distinctive and ambitious place to work. With almost 1,100 students and a long waiting list, the school serves a vibrant and loyal community. Our Catholic and Salesian identity shapes a culture that is collaborative, relational and rooted in service. Staff work closely together, sharing expertise and supporting one another for the benefit of the whole school community.

We are proud of our team of over 150 colleagues who are committed to improving the life chances of our students and their families. Located in an area of significant deprivation within the Liverpool City Region, we place pastoral care at the centre of our work. Our inclusion team is highly skilled and goes to considerable lengths to support students and families with care and dignity.

### Our Curriculum

Our mission is to provide an ambitious Catholic education that enables our students and our communities to flourish. Guided by Salesian values, we believe gladness and joy should sit at the heart of school life, creating the conditions for young people to realise and surpass their potential.

We offer a broad, balanced and carefully sequenced curriculum, with the EBacc at its core. The curriculum promotes pupils spiritual, moral, cultural, mental and physical development, and prepares them well for the responsibilities and opportunities of adult life.

Through our curriculum, we aim to develop:

- **Creative learners** who enjoy learning, make strong progress and achieve well
- **Confident individuals** who lead safe, healthy and purposeful lives
- **Caring citizens** who contribute positively to society

Equality of access and opportunity underpins our provision. All pupils study the full National Curriculum at Key Stages 3 and 4, with appropriate adaptation and support to secure understanding and deepen knowledge.

Our governing body works closely with the leadership team to promote collaboration, develop a coaching culture and build capacity across the school. The curriculum is designed and delivered by expert staff, and we invest strongly in high-quality continuing professional development to support their growth.

Learn more about St John Bosco and his story...

<https://www.youtube.com/watch?v=5rXZxoLCkes>

<http://www.donboscowest.org/saints/donbosco>

## Bosco Benefits

At St John Bosco Arts College, we pride ourselves on offering our staff a range of benefits that help them to thrive both in and out of work. Here are just some of the benefits of being an employee at our school:

- Outstanding CPD opportunities and development, facilitated by our in-house Teacher Development Partnership and our role as part of a Teaching School Hub, which provides a broad network of connections across the city region.
- Pupils who are a joy to work with and for, as well as colleagues who are fully committed and go above and beyond to serve the pupils and support each other.
- A Communications Policy that promotes better work-life balance, allowing you to maintain a healthy equilibrium between your professional and personal life.
- A state-of-the-art building, featuring modern facilities and a well-designed workspace.
- Beautiful gardens and excellent facilities that help to create a positive and vibrant learning environment.
- Dedicated working parties that support staff in areas such as appraisal, teaching and learning, workload, and diversity.
- Opportunities for dedicated career conversations, which can help you to plan your professional development and identify new areas of growth.
- Dedicated collaborative time, enabling you to work alongside your colleagues and share ideas and expertise.
- We are proud to be a cornerstone and pilot of establishing the DfE workload reduction toolkit, demonstrating our commitment to reducing teacher workload and improving well-being.
- A range of Salary Sacrifice Schemes, enabling you to access cost savings on a variety of purchases and expenses.
- A Cycle to Work Scheme, allowing you to save money and stay healthy by cycling to work.
- Access to Medicash, providing valuable health and well-being benefits to all employees.
- Free tea and coffee, as well as delicious and healthy food available at school canteen prices.

We are proud to offer our staff a range of benefits that help them to thrive both in and out of work. If you join us, we believe you will find a welcoming and supportive community that will help you to achieve your professional goals while maintaining a healthy balance in your personal life.

## Job Description

**TITLE OF POST:** Data and Assessment Manager

**SALARY GRADE:** Salary Range: Pass scale 8. £37,280 - £39,862 pro-rata.  
Term Time + 2 weeks.  
The salary is competitive, negotiable based on experience and qualifications. There is also the opportunity for this Term Time only contract to be extended to a full-year basis - please get in touch.

**RESPONSIBLE TO:** Headteacher  
Assistant Headteacher

**COLLABORATES:** Leadership  
Subject Leaders  
Teaching Staff  
Administrators

### Main Purpose:

To lead the accuracy, integrity, statutory compliance and effective use of pupil and assessment data across the school.

The Data and Assessment Manager acts as the school's data guardian and analyst, ensuring that statutory returns, assessment information and performance data are accurate, timely and trusted.

The role focuses on the effective use and alignment of existing data systems to support safeguarding, accountability and school improvement.

## CORE RESPONSIBILITIES

### Statutory Data and Compliance

- Lead and manage all statutory data returns, including School Census, Catholic Census, Post-16, workforce and other required submissions.
- Ensure all data collections are accurate, complete and submitted within required deadlines.
- Maintain oversight of accountability measures, ensuring alignment between MIS, assessment systems and published outcomes.
- Monitor and mitigate risks relating to data accuracy and statutory compliance.
- Ensure full compliance with GDPR and data protection regulations, including secure handling and appropriate data sharing agreements.

### Assessment and Performance Data

- Ensure the accuracy and consistency of all assessment and performance data across the school.

- Produce clear, concise and reliable reports for senior leaders, governors and departments.
- Analyse pupil progress and performance data to inform school improvement priorities.
- Maintain and oversee assessment data systems (e.g. MIS, SISRA or equivalent), ensuring they are aligned and trusted.
- Coordinate internal data collection cycles and ensure consistency of practice across departments.

### **Systems Oversight and Data Integrity**

- Maintain effective oversight of the school's Management Information System (MIS) and associated data platforms.
- Promote the discipline of a single source of truth, reducing duplication and inconsistency.
- Ensure appropriate user access and permissions across systems.
- Work with system providers where necessary to maintain functionality and resolve issues.
- Identify proportionate opportunities to improve efficiency in data processes where this supports accuracy and workload reduction.

### **Reporting and Communication**

- Provide timely, accurate and accessible performance data to support senior leadership decision-making.
- Present data findings clearly to a range of audiences, adapting communication style appropriately.
- Support subject and pastoral leaders in understanding and interpreting their data.
- Contribute to inspection preparation and external reporting as required.

### **Exams and Assessment Support**

- Work closely with the Exams Officer to ensure alignment between exam entries, assessment data and performance reporting.
- Analyse exam outcomes and support the reporting of results to relevant stakeholders.
- Maintain oversight of key assessment deadlines and regulatory frameworks.

### **Staff Support and Development**

- Provide guidance and training to staff on the effective and proportionate use of assessment data.
- Promote consistent data practices across departments.
- Support leaders in using data confidently without increasing unnecessary workload.

## **General School Responsibilities**

- Promote a culture of high standards and professional integrity in data practice.
- Adhere to all school policies, including safeguarding and health and safety.
- Participate in meetings and training as required.
- Undertake other duties commensurate with the grade of the post.

<b>Category</b>	<b>Required (Essential)</b>	<b>Desirable</b>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Level 2 qualification (or equivalent) in Maths and English</li> <li>• Evidence of strong ICT competence</li> <li>• Evidence of relevant continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Further qualification in data, information systems, or school business administration</li> <li>• Formal training in school MIS or assessment systems</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing pupil and/or assessment data within a school setting</li> <li>• Experience of statutory data returns (e.g. census or equivalent)</li> <li>• Strong understanding of secondary school assessment and accountability frameworks</li> <li>• Experience of working to fixed deadlines with high accuracy</li> <li>• Experience of working with school MIS and assessment systems (e.g. Bromcom, SIMS, SISRA or equivalent)</li> <li>• Knowledge of GDPR and data protection principles</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of analysing KS4/KS5 performance measures (e.g. Progress 8, post-16 performance)</li> <li>• Experience supporting inspection or external accountability processes</li> <li>• Experience line managing or supervising staff</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to ensure high levels of data accuracy and consistency</li> <li>• Strong analytical skills with the ability to interpret and summarise complex data clearly</li> <li>• Ability to prioritise effectively under pressure, particularly around statutory deadlines</li> <li>• Ability to communicate data clearly to non-specialist audiences</li> <li>• Ability to promote consistent data practice across teams</li> <li>• Strong organisational skills and attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Excel skills (e.g. pivot tables, data validation, structured analysis)</li> <li>• Experience producing performance dashboards or summary reports</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• High levels of integrity, discretion and confidentiality</li> <li>• Professional judgement and calmness under pressure</li> <li>• Ability to work collaboratively with senior leaders and staff</li> <li>• Commitment to high standards and continuous improvement</li> <li>• Commitment to safeguarding and equality of opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence presenting information to groups or governors</li> </ul>
<b>Approach to Work</b>	<ul style="list-style-type: none"> <li>• Self-motivated and able to work independently</li> <li>• Methodical and disciplined in approach to data integrity</li> <li>• Willingness to undertake relevant training</li> <li>• Flexible and adaptable within the demands of school life</li> </ul>	—

Please let us know if you have questions.

We look forward to hearing from you.

[www.stjohnboscoartscollege.com](http://www.stjohnboscoartscollege.com)  
Storrington Avenue, Liverpool L11 9DQ  
Tel: 0151 330 5142  
Email: [enquiries@stjohnbosco.org.uk](mailto:enquiries@stjohnbosco.org.uk)