

Bedford High School

A Specialist Business and Enterprise College



Work Hard – Be Respectful – Take Responsibility

Data and Assessment Officer Maternity Cover

Vacancy Information booklet



Do you want to work at a school where staff thrive and students flourish? Where relationships matter, where wellbeing isn't just a slogan, and where colleagues genuinely enjoy coming to work?

Do you want to join a school where staff feel valued, supported and proud of what they achieve together?

Here's what sets us apart:

A Warm, Supportive Team

You'll join colleagues who collaborate daily, celebrate success and share a mission to provide an exceptional experience for every student.

A School That Truly Invests in Staff

We offer high-quality CPD, coaching, mentoring and leadership development. Our staff retention is strong because colleagues feel supported, trusted and appreciated.

Wellbeing Comes First

A dedicated wellbeing hour, Mental Health First Aiders, family-friendly policies and a culture that actively protects work–life balance.

And most importantly, you'll feel the difference the moment you walk through the door. As one colleague shared: "I'm very happy here and feel respected and looked after."

Who are we looking for?

An organized and proactive individual, with good attention to detail, who can manage a range of different administrative tasks. You'll enjoy working as part of a team and also solo. You'll have good IT and communication skills, and connect well with others.

So, come and see us; we warmly encourage visits. You'll get a feel for our culture, meet our team and see first-hand why Bedford is such a rewarding place to work.

Ready to apply?

Please complete our application form (we do not accept CVs) and send it to:

recruitment@bedford.wigan.sch.uk. For more information or to arrange a visit, please contact us at the same address or visit our website: www.bedfordhighschool.co.uk

We look forward to welcoming the next member of our Bedford family to Team Bedford.

A message from our Headteacher:

Dear Colleague

Thank you for your interest in working at Bedford High School.

We are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. We relentlessly strive to help all students to reach their potential, equipping them with the character, skills and knowledge to flourish in life. We expect students to work hard, be respectful and take personal responsibility for their choices and actions

Students achievement is higher than the local authority average and our GCSE results are improving year on year. We are proud of what we have achieved to date, and this is largely due to the quality of our school workforce. We invest heavily into the professional growth of our staff and very few colleagues want to leave.

The successful candidate will be well supported at this school.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at www.bedfordhighschool.co.uk. Please return completed application forms to recruitment@bedford.wigan.sch.uk or by post to Mrs Claire Taylor, HR Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully



Mr P McCaffery
Headteacher

Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block. We are a thriving school of over 1100 students, our school is uniquely situated on one green site, offering a sense of space and an environment that promotes wellbeing alongside learning.

Our School Values

Work Hard, Be Respectful, Take Responsibility.

Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards and recognition
- Dedicated off site wellbeing hour for all staff
- Gym facilities
- Continued professional development

All the wellbeing initiatives make for a good work life balance and make you feel appreciated in the work place.

Feedback from our staff wellbeing survey tell us that our staff...

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

Job Description

Job title:	Data and Assessment Officer
Job purpose:	- To be responsible for the management and dissemination of all student attainment, and assessment data to the Senior Leadership Group, staff, governors, students and parents/carers. - To use the school's management information systems effectively. - To provide student data analysis and the up-to date statistical information for internal and external use, and maintain the integrity of the School Information Management System by liaising with other members of support staff. - Responsible for specified aspects of the school's SIMS system. - To provide back up support as and where necessary with the SIMS modules employed by the school. - To lead on the collation and production of school assessment and reporting information in line with internal/external deadlines. - Support the aims and objectives of the school. - Maintaining and updating SIMS database for school, including mid-year admissions, new intake, data checking sheets and ad hoc tasks. This will include working with the Business Manager on census data preparation.
Salary:	Grade 6 (pro rata) Approximate starting salary £26,586.00
Working pattern:	Full time, 37 hours per week, term time plus three weeks
Working hours:	8.00 am – 4.00 pm, Monday to Friday Flexibility is crucial for the role and there is a requirement to attend work on exam days which are Wednesday and Thursday within the third week of August every year. All other term time working will be flexible in agreement with the Deputy Headteacher and the Exams, Data and Assessment Manager
Reporting to:	Headteacher via Deputy Headteacher & Exams/Data Manager
Responsible for – staff:	N/A
Liaising with:	Headteacher, Senior Leadership Group, teachers and support staff within the school, Wigan SIMS support team, external agencies, partner primary schools and parents.
Contract:	Maternity Cover
Base:	Bedford High School
Disclosure level:	All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates, you will be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures. This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act.
Date:	SEPTEMBER 2026

Main duties and responsibilities/accountabilities:**Development and Production of School Data / Information**

Responsible for:

- The development and use of 'Bromcom IMS Assessment Manager' package.
- To provide up-to-date statistical information relating to all aspects of student information to the Leadership Group, Curriculum Areas and the Local Authority.
- Ensuring that all assessment and student target data kept on the school's information management system is accurate and up-to-date.
- The development, process and distribution of internal monitoring and reporting procedures under the direction of the Senior Leadership Group. i.e Interim and Year-end reports.
- Assist in the development, input and maintenance of the school's target setting and tracking database.
- The production of accessible, ranked data to enable departments to set performance targets in line with whole school policy.
- The collation, analysis and production of accessible performance data from KS2 onwards including CAT tests.
- The input analysis of Fisher Family Trust estimates and other performance data in order to supply staff with up to date student performance and estimated performance data.
- To manage the transfer of data from SIMS to SISRA, and maintain accurate data in SISRA to support school analysis of students' progress.
- To keep up to date with changes/developments in relevant areas such as SIMS, SISRA, FFT, PiXL and to liaise effectively with providers as required.
- To ensure all internal data is kept up to date and validated on a timely basis.
- Interpreting data to provide information as required.
- Assist in the development of systems and reporting formats to meet the changing needs of school.
- Attend meetings with staff to discuss data requirements, reporting and analysis requirements.
- Ensuring the production of all performance data on students within the school in line with the school calendar and deadlines.
- Attendance on results week to analyse data and support SLT.
- Organise review/options days and parental appointments.
- To work with the Deputy Headteacher to set up academic and pastoral structures in Bromcom so that the timetable can be imported efficiently.
- To make changes to student timetables in Bromcom, as directed by the Deputy Headteacher.

Development and Co-ordination of Information and Reporting to Parents

- To plan and manage systems and supplies of resources for reports to parents.
- To develop and maintain accurate reporting procedures for all subject areas in consultation with senior staff.
- Be responsible for production, co-ordination and distribution of reports, including quality control.
- Assist in the co-ordination, production and provision of information or data related to exams / tests or reports to parents in a suitable format for the school website.
- To work with colleagues to implement digital communication of reports to parents.

Other Specific Duties

- Participate in the school development planning processes, and attend relevant internal/external meetings.
- Positively participate in the continuing professional development programme including the training of staff on new systems and procedures.
- To carry out the duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To have due regard and comply with all school policies
- To supervise students as required
- To undertake training as required
- To participate in personal and team reviews/meetings

- To participate in annual appraisal and implement agreed targets
- Review and develop own professional practice, undertaking training as required.
- Develop good working relations with other colleagues and students and promote a positive impression of the school
- To contribute to the overall ethos/work/aims of the school
- To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.
- Assist in supporting whole school administration / projects where required.
- To have due regard for data protection, confidentiality, child protection and health & safety policies.
- To undertake first aid training.
- Any other duties as the Headteacher may from time to time determine commensurate with the grade.
- To implement the examination system in the event of the absence of the Exams, Data and Assessment Manager.

Health and Safety Training

- Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.
- To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

Person Specification

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Proven experience of undertaking a range of administration tasks	E		A, I, R
Previous supervisory experience	E		A, I, R
Experience of using and implementing various ICT systems and procedures	E		A, I,
Proven experience of working within a school office environment		D	A, I
Previous experience of working with children of a relevant age		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
3 X GCSE's to include English and Maths or equivalent level of qualification	E		A
NVQ level 4 in Business Administration/Accounting or relevant qualification or equivalent applicable experience	E		A
Willingness to obtain basic first aid certificate	E		I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of education and local Authority organisations		D	A, I
Can demonstrate ability to produce high-quality word-processing support and competent in using Excel to produce spreadsheet including formula's	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Sound organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to self-motivate	E		A, I
Ability to use initiative to respond to and resolve problems within recognised procedures	E		A, I
Ability to deliver polite, courteous and efficient customer service	E		A, I, R
Ability to prioritise own tasks and those of others	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Manager at the school address or by email to recruitment@bedford.wigan.sch.uk.

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at recruitment@bedford.wigan.sch.uk and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website www.bedfordhighschool.co.uk

The interview process

Deadline: Thursday 1st October 2026 at 9am

Interviews: Date to be confirmed, or earlier for the right candidate. Early applications are encouraged and we reserve the right to close the vacancy early and interview before the closing date if a suitable candidate is found.

Start date: ASAP.

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

Our commitment to safeguarding

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

This post involves working with children, young people or vulnerable adults and is therefore Exempt from the Rehabilitation of Offenders Act.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.