SRO2B Recruitment Pack

Bedford High School

A Specialist Business and Enterprise College



Work Hard – Be Respectful – Take Responsibility

Attendance Officer

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?

A well organised Attendance Officer to monitor, record and support the attendance of all students. A professional attitude, attention to detail and the ability to multi-task is of the utmost importance in this role.

Your day will begin with ensuring that student attendance is recorded accurately each morning. Working closely with the pastoral team, liaising with families and outside agencies you will support with first contact calls and/or visits, addressing and removing barriers, in the hope of minimising the period of missed learning. You will analyse data and create plans for students and families that require additional support to improve school attendance. You will also assist in the efficient running of the busy school office, dealing with attendance enquiries, alongside the Attendance Admin Assistant.

The Opportunity

- To work as part of a professional, experienced, friendly and supportive team
- To make a positive difference to the students and their families at Bedford High School

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:	**Attendance Officer**
Job purpose:	To contribute effectively to the attendance function, ensuring that students attend school regularly, allowing them to thrive in an inclusive culture, where their needs are met and they can achieve their full potential. We are looking for someone with excellent communication skills, who can build and sustain positive relationships with parents and students. Ideally, the successful candidate will have previous experience in a similar role. As school life is exceptionally busy, it is important that you are enthusiastic, flexible, patient and are able to work effectively as part of a team. The successful candidate will be looking at improving and sustaining overall pupil attendance, working to school policies and procedures in order to achieve this. To comply with safeguarding policies and supporting procedures.
Salary:	Grade 6 (pro rata) Approximate starting salary £26,120
Working pattern:	Full time, 37 hours per week, term time + 1 week
Working hours:	8.00 am – 4.00 pm, Monday to Friday With a 36 minute unpaid lunch break
Reporting to:	Assistant Headteacher, Attendance Manager
Responsible for – staff:	N/A
Liaising with:	Headteacher, Attendance team, pastoral and SEND staff, Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching, LA, parent/carers.
Contract:	Permanent
Base:	Bedford High School
Disclosure level: **Enhanced with child barred list check**	All offers of employment are conditional upon satisfactory pre-employment safeguarding checks, including an enhanced DBS check with children's barred list information, references, right to work, qualifications, medical clearance and overseas checks where applicable. 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 will also 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. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974.

	It is an offence to apply for this role if you are barred from engaging in regulated activity with children. The school's Child Protection Policy, Safer Recruitment Policy and Employment of Ex-Offenders Policy are available on the school website recruitment page. The successful applicant will be required to undergo safeguarding screening appropriate to the post, including checks with past employers.
Date:	NOVEMBER 2026

Key Accountabilities

- To provide a comprehensive and high-quality attendance support service with an aim to improve overall school attendance for all students, including those with vulnerabilities.
- To work collaboratively with the attendance, SEND and pastoral teams and other school departments as required.
- To collate, analyse and report on student attendance data, attendance patterns and trends, helping to inform future service delivery and strategic direction to improve attendance in school.
- To co-ordinate, plan and carry out home visits, including cold calling, lone visits and joint visits with other appropriate services e.g. Police, Health, Social Care and school staff.
- To support with attendance admin duties, ensuring daily attendance data is collated accurately.
- To lead and contribute to Early Helps.
- To work with other agencies to best support students and their families to overcome barriers to education.
- To plan and deliver one-to-one and small group interventions aimed overcoming barriers to education.
- To contribute fully to whole school initiatives as directed by the senior leadership team.
- Maintain confidentiality at all times.
- To undertake first aid training.
- To undertake such duties that may be reasonably requested by the Headteacher, Assistant Headteacher.

The successful candidate will have:

- Experience of coordinating and delivering activities to improve student attendance
- Knowledge of statutory guidance to support implementation of policies, procedures and strategies
- Experience of maintaining accurate attendance information and analysis of data to identify students who may be at risk of persistent absence
- Experience of working closely with families, to encourage positive and productive home/school relationships.
- A clear understanding of how to offer earliest help to families with identified barriers to education / experiencing difficulties
- Experience with liaising with external agencies and safeguarding partners.
- An ability and willingness to undertake the travel requirement for this role.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.

- To participate in the staff review and development appraisal process.
- To have due regard and comply with all school policies
- To undertake training as required
- To participate in personal and team reviews/meetings
- To participate in annual appraisal and implement agreed targets
- Develop good working relations with other colleagues and students
- 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.

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 following financial procedures and monitoring budgets	E		A, I, T
Experience of using and implementing various ICT systems and procedures	E		A, I
Proven experience of working within a school		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 4 in Business Administration/accounting or equivalent relevant qualification or willingness to work towards within agreed timescales	E		A, I
3 x GCSE's level C or above including English & Maths	E		A, I
ILM/NEBS or equivalent level of supervisory experience		D	A, I
Certificate in School Business Management (CSBM), or equivalent relevant qualification or willingness to work towards		D	A, I
Willingness to obtain basic first aid certificate	E		A, 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 a range of complex office procedures	E		A, I
Knowledge of developing and maintaining administrative and financial procedures	E		A, I
Knowledge of school related office procedures		D	A, I
Knowledge of personnel related issues		D	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
Ability to deliver polite, courteous and efficient customer service	E		A, I
A pleasant and welcoming disposition	E		A, I
Organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I, R
Very good communication skills to deal with a range of people	E		A, I
Ability to use initiative to respond to and resolve problems within recognised procedures	E		A, I
Good organisational skills to provide administrative support to meetings and other events	E		A, I, R
Proven ability to supervise staff	E		A, I
Very good communications skills to be able to deal with and relate well to pupils and adults	E		A, I
Ability to work effectively as part of a team and individually	E		A, I, R
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities.	E		A, I
Ability to deal with minor injuries	E		A, I
Ability to organise self and others	E		A, I
Ability to develop and implement procedures and policies	E		A, I, R
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to anticipate and use initiative to solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	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, explain any gaps in employment or educational history and provide reasons for leaving each role, 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 here 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: Tuesday 24th November 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, tour of school and where appropriate a formal interview with students or task.

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 at least one 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 regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974.

It is an offence to apply for this role if you are barred from engaging in regulated activity with children.

The school's Child Protection Policy and Employment of Ex-Offenders Policy are available on the school website recruitment page.

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.