



Attendance Liaison Officer

Lancaster High School is seeking to appoint an **Attendance Liaison Officer**. The role is pivotal in supporting all pupils within our school fulfil their potential, working with pastoral colleagues, pupils and families to support whole school attendance.

Post	Attendance Liaison Officer
Fixed Term or Permanent	Temporary until 31 August 2027
Responsible to	Attendance Manager
Grade & Range	NJC Grade 6 (Point 11-19)
Weekly Hours	37 hours per week, Monday to Friday from 08:00 to 16:00, with 36 minutes unpaid lunch break. <i>Flexible Working requests will be considered alongside this demand</i>
Worked Weeks	Term-time only
Paid Weeks	44.09
FTE Salary Range	£29,070 – £33,119
Actual Salary Range	£24,581 – £28,005
Start Date	4 November 2026
Application Deadline	9:00 on Monday 5 October 2026
Interview Date	Friday 9 October 2026

Lancaster High School is built on a foundation of high expectations and unwavering ambition for every pupil. We are a small, supportive school where academic excellence goes hand in hand with a deep sense of community - where strong relationships between pupils, staff, and families create a culture of respect, belonging, and shared purpose.

Inclusion is at the heart of everything we do. As a truly comprehensive school, we ensure that every child is seen, supported, and empowered to flourish. Our commitment extends beyond the classroom: we work collaboratively in service to the city of Lancaster, nurturing young people who are not only successful learners but compassionate young people.

Most importantly, our pupils are taught to be kind - to themselves and to others. Whether in lessons, on the stage, or on the sports field, our pupils are encouraged to be the very best person they can be.

The successful candidate will embody the values of Ambition, Kindness, and Service, whilst playing a key role in raising attendance for all pupils and all backgrounds at our school.



For further details, an informal confidential conversation, or to arrange a visit to our school, please contact: recruitment@lancasterhigh.lancs.sch.uk. Interested candidates must complete the attached application form. They must also provide a supporting letter, no more than two sides of A4, outlining their experience and qualities that make them suitable for the role.

