



Attendance Manager

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

Post	Attendance Manager
Fixed Term or Permanent	Permanent
Responsible to	Deputy Headteacher (Attendance, Behaviour, Safeguarding)
Range / FTE Annual Salary	NJC Grade 7 (Points 19-25) / £32,061 - £36,363
Days & Hours of Work	Monday to Friday; 8:00 – 16:00 with 36 minutes unpaid lunch break
Working Weeks	41.00 (Term-time plus 3 weeks)
Actual Annual Salary	£29,259 - £33,175 (£16.61 – 18.84 per hour)
Start date	1 st September 2026
Application Deadline	09:00 on Friday 10 th July
Interview Date	W/c Monday 13 th July

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.

We would actively encourage you to visit our school, in advance of the closing date, to see and speak to our pupils and staff. We are confident you will be impressed with what you see.

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.

01524 32636 • lancasterhigh.co.uk • info@lancasterhigh.co.uk
Lancaster High School, Crag Road, Lancaster, Lancashire LA1 3LS



THE BAY
LEARNING TRUST



Headteacher: Mr C.Malone

The Bay Learning Trust. Registered in England & Wales. Company Number 07588464.