

Attendance Officer
Permanent
37 hours per week. Term Time Plus 5 Days
Grade D 6-11 (Actual Salary £22,254pa - £24,099pa)

'Helping every person achieve things they never thought they could'

Little Lever School was one of the most improved schools in the country and our outcomes remain in the top 100 schools nationally for similar schools. Our school was graded Good by OfSTED in March 2022 and has continued to move forward at pace. We are a Teach First partner school and support schools from across the North West in a range of areas. The systems and structures we have established, our clear expectations and relentless focus on our praise culture, routines and behaviour have created a positive environment where students can learn, and teachers can teach.

This is an exciting time to join Little Lever as we look to expand, providing the best educational experiences for more pupils. Our ambition is to become 'the best in class'. We put students at the heart of our thinking and we continue to help every person achieve things they never thought they could!

Please visit our website to gather a flavour of what we are all about!

This is an exciting opportunity for an energetic individual with a real passion for students' welfare, to support with monitoring and improving attendance within school. The successful candidate will join our enthusiastic team as we aim to create a 'world class' school.

The post is available for a September 2026 start.

We recognise the people that work within the Lever Academy Trust are the decisive element in helping all our students to achieve great things. We value the wellbeing of our staff and know how important it is to invest in initiatives to support staff wellbeing throughout the school year. We expect the very best from everyone every day and are focused on people. We want our students to achieve the very best outcomes. We ensure our students model our values of being kind, working hard and taking responsibility in all that they do so they are ready to take their place in the world!

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

Completed applications should be returned to the Principal, Mr D Mckean via HR recruitment@little-lever.bolton.sch.uk

Closing date for applications & shortlisting: 9am Friday 31st July 2026.

**This vacancy may close before the advertised closing date if a high number of suitable applications are received.*