



PARKLANDS
HIGH SCHOOL

Parklands High School : An Academy

Southport Road, Chorley, PR7 1LL

Co-Ed Comprehensive with 1112 students on roll. Tel: 01257 264596

www.parklandsacademy.co.uk

Email: admin@parklandsacademy.co.uk

Learn, Respect, Aspire, Achieve



We are currently seeking a dynamic and inspirational

Attendance Manager & Trust Attendance Lead

NJC Grade 6 Scale points 11-19 + Honorarium £3,169 per annum

Required from September 2024

Full time, permanent. Hours of work are as detailed in the accompanying job pack.

We are seeking an Attendance Manager to join our vibrant Achievement Team at Parklands High School, part of Aspirational Futures Multi-Academy Trust. Parklands is an 11-16 mixed comprehensive school where student attendance is above national averages.

The vacancy has arisen due to our current Attendance Manager moving onto a new role. We require someone who is experienced in this role. An additional aspect of this role is to support Attendance colleagues in other Trust establishments. The ideal candidate will be experienced with the requirements of this role, and be able to support and challenge students and families when attendance falls below expectations. You will lead on all aspects of attendance, carrying out and co-ordinating the administration of attendance to improve attendance rates so students achieve the highest standard of educational outcomes possible. The successful candidate will need to maintain confidentiality and handle matters sensitively and with discretion.

Parklands High School is a popular, over-subscribed and high-achieving school and staff benefit from access to the UK's leading provider of corporate healthcare cash plans provided by UK Healthcare and out-of-hours access to our gym facilities. If you wish to come and visit us or require more information regarding the role, please contact Mrs Sara Haslam, Assistant Principal, by telephone or email (shaslam@parklandsacademy.co.uk).

Candidates should complete an electronic application form, available from the TES or our school website, along with a letter of no more than 2 sides of A4, in which you outline your experience and suitability for the position. Electronic applications should be returned to the email address admin@parklandsacademy.co.uk

Closing date for applications: 12 noon on 18th July 2024 with interviews to be held w/c 22nd July 2024.

Please note, we reserve the right to withdraw this vacancy at any time and regret we are unable to contact individual applicants who may be unsuccessful. Parklands High School is committed to safeguarding and promoting the welfare of its staff and pupils and expects those working at the School to share this commitment. Applications from ethnic minority candidates and other diverse groups are welcomed. The successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service as well as qualification and reference checks. Copies of our Recruitment and Selection policy are available from HR@parklandsacademy.co.uk