

JOB TITLE	Attendance Manager / Deputy DSL
REQURED	June 2025
DEPARTMENT	Pastoral
SALARY RANGE	Grade 7 – Points 19-25 (full time salary £31,067 to £35,235) Pro Rata Actual salary dependent on experience – between £22,176 and £26,169 (Pay award pending for April 2025)
HOURS OF WORK	Permanent – Term Time only plus 2 INSET days to be taken each September  35 hours per week – 8:00am to 3:30pm (30 minutes lunch unpaid)

St Cecilia's RC High School are looking to recruit an Attendance Manager/Deputy Designated Safeguarding Lead.

Working alongside our Attendance Champion/Associate Assistant Headteacher, you will have your own newly refurbished dedicated office. You would be responsible for supporting students who experience barriers to attendance; this will involve a combination of targeted care and effective home communication.

As our Deputy Designated Safeguarding Lead, you will also work closely with the Designated Safeguarding Lead (DSL) to support students with safeguarding issues linked with attendance. Training will be provided for this role.

Our school is a happy and safe place where pupils thrive. Pupils are proud to be part of our community and the community are proud of St Cecilia's.

The successful candidate will be joining a thriving and oversubscribed school in all year groups. During our recent Ofsted Inspection (January 2025) school received Outstanding for Personal Development. The Inspectors commented: *“Pupils are polite, kind and considerate. They enjoy the positive relationships that they have with staff, who care for them well. Pupils make a strong contribution to the calm and respectful atmosphere that exists at the school. They are happy here.”*

In our recent Catholic Schools Inspection (November 2024) St Cecilia's was graded as Outstanding in all areas. The Inspector also recognised: *“The exemplary quality of relationships between all members of the community has created a family atmosphere in which every person is highly valued. The pastoral care and well-being for all students, especially those who are most vulnerable, is of a very high standard.”*

The Governors, Headteacher and Senior Leaders are committed to your professional learning with a culture of research and reading at the heart of what we do, including staff well-being and workload.

## Discover - Develop - Rejoice

St Cecilia's R.C. High School, Chapel Hill, Longridge, Preston, PR3 2XA  
Headteacher: **Mrs H Hall - BA (Hons) NPQH**  
Tel: **01772 783074**  
Email: **info@st-cecilias.lancs.sch.uk**  
Web: **www.st-cecilias.co.uk**



The successful candidate will be supported via a well-developed, bespoke professional learning package appropriate to their individual needs and aspirations. In addition, we offer a comprehensive well-being package including free counselling, financial and wellbeing coaching, menopause, and nurse support, 24/7 GP services, stress coaching and physiotherapy as well as our weekly well-being treats.

For an informal discussion about the role please contact Miss S Bethwaite, Associate Assistant Headteacher on 01772 783074 or email to: [sb@st-cecilias.lancs.sch.uk](mailto:sb@st-cecilias.lancs.sch.uk)

If you would like to visit school, in fact we encourage you to visit our brilliant school, please contact Barbara Clarke, School Business Manager on 07375 324661 or via email to: [bc@st-cecilias.lancs.sch.uk](mailto:bc@st-cecilias.lancs.sch.uk) who will arrange a visit

Completed applications should be emailed to Barbara Clarke, School Business Manager to [bc@st-cecilias.lancs.sch.uk](mailto:bc@st-cecilias.lancs.sch.uk) or posted to the school address: St Cecilia's RC High School, Chapel Hill, Longridge. PRESTON. PR3 2XA.

*Please note that in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.*

This post is subject to an enhanced disclosure with the DBS

St Cecilia's Catholic High School is an Equal Opportunity Employer and is committed to ensuring the safety of all its children and young people

Please note only Catholic Education Services application forms will be accepted

Deadline for applications

**Monday 28<sup>th</sup> April 2025 at 12 noon**

Interviews

**Week Commencing 5<sup>th</sup> May 2025**

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