



THE ELTON HIGH SCHOOL

Attendance Manager

Required soon as possible.

Governors of this popular, successful and oversubscribed 11-16 High School are seeking to appoint a committed, motivated and enthusiastic Attendance Manager (Grade 10) to join the Student Support Team.

The successful applicant will be employed to work 37 hours per week (term time only + 10 additional days worked during periods of school closure). You will join a dedicated and supportive team to provide an effective, student-centred attendance support service that promotes excellent attendance and punctuality across the school. Through partnership working and robust attendance systems, you will support the school in promoting a culture where excellent attendance is valued and every student is able to benefit from the opportunities available through school engagement.

The Elton High School is a significantly oversubscribed school with a tradition of excellence. We have a history of high achievement with results regularly placing us as amongst the highest performing schools in Bury LA and amongst the top proportion of schools in the country.

Our most recent Ofsted inspection (February 2026) reiterated the strengths that had been confirmed in the previous reports. The inspection team noted that "Leaders have secured overall attendance that is in line with national figures." Inspectors also recognised the steps taken to further the work being undertaken. Pupils describe feeling happy, safe and proud of their school." Our students achieve well, with the inspectors being particularly impressed with relationships between students and staff, describing them as "warm, respectful and trusting."

The success of our school is built on the expertise of our high-quality staff. We have a strong system of staff training in place aimed at developing the very best practice, moreover we have a constant focus on ensuring that all of our team feel supported to give of their best and to have a work life balance. We pride ourselves on taking a proactive approach to promoting the well-being of everyone in our school community and consistently review opportunities to further promote staff well-being.

The school has excellent transport links with the M60, M61, M62 and M66 Motorways crisscrossing the area plus the Metrolink Light Rapid Transit system with a fast and frequent service from Bury centre through Manchester city centre to East Didsbury.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the DBS. Please note that, in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.

Further information can be provided by Mr Tomlinson, Deputy Headteacher, via email: tomlinsonj@eltonhigh.bury.sch.uk Also, please do not hesitate to contact Mr Tomlinson if you wish to arrange a visit to the school.

Please visit our website www.eltonhigh.bury.sch.uk/vacancies or contact the Headteacher's PA, Mrs Poole, poolea@eltonhigh.bury.sch.uk for an application pack.

Closing date: Friday 25th September 2026 at 9 am