

March 2026

Dear Candidate

Attendance Officer & Inclusion/Admin Assistant

Permanent contract

Mon – Fri 0800 – 1600

£15.07 - £16.08 per hour

Thank you for your interest in the above post at Limehurst Academy. This post is to begin as soon as possible.

Limehurst Academy is an exciting place to work and learn. Our school motto is Achievement in a Caring Environment. You will see when you visit the school and talk to the students, teachers, support staff and governors that we are passionate about what we do: getting the best out of every child whatever their abilities, interests or ambitions. We have high aspirations for everyone who is part of our community whether student or member of staff. With this caring ethos we are looking for skilled staff to join us who have a clear passion for helping young people achieve the absolute best they can. Also, since 1st January 2021, we are a proud member of the East Midlands Education Trust.

At Limehurst, we aim to deliver the highest quality teaching, which encourages greater student responsibility and independence in their learning. We aim to understand quickly the changing needs of each individual in our care and prepare them for the next stage of their education. We challenge and support them to succeed beyond what they believe they are capable of in an environment where students feel safe and relationships are good. We provide them with exciting learning opportunities both in the classroom and beyond that will engage and motivate them so that they will want to come to school. We join with them in celebrating their successes.

The school was inspected by Ofsted in April 2022, who confirmed that the school remains a good school. The report can be found on our website, and I strongly encourage you to read it. It begins with the line: “Pupils are unanimous in their praise of Limehurst Academy.” We know our school well but we are not complacent. We are constantly seeking to improve, and deliver outstanding education to the community we serve – a community that we are very proud to be a part of.

This post is a crucial one to the school. As the school’s attendance officer on a Thursday and Friday, you will monitor and report on whole-school attendance data, analysing data to identify key areas of concern. You will also work closely with students, staff, parents and carers to reduce levels of absence, and act appropriately when persistent absence becomes a safeguarding issue. As a member of reception staff, you will be responsible for giving a positive first impression of the school, and provide effective administrative support. You will also provide administrative support to the school’s inclusion team.

If you believe you have the skills and qualities to help us continue to be successful, then I look forward to receiving your application. You need to apply via the form which you will find on the [EMET vacancies](#) webpage.

Please submit the application by the deadline date of 9.00am on Thursday 19th March 2026. **However, we reserve the right to call suitable applicants for interview before this date.**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jon Mellor', with a stylized flourish at the end.

Jon Mellor
Headteacher