



July 2026

Dear Applicant,

Attendance Officer
Level 4 (points 9 - 14) - £23,690 - £25,677 (actual salary)
37 hours per week / 39 weeks per year (including training days)
Permanent

Thank you for your interest in this role, we are delighted you are considering joining our team. There has never been a more exciting time to join us; indeed, there has never been a more exciting time to join any school.

Following a historic and highly successful Ofsted inspection in January 2026, we are proud to announce that Lea Manor High School has been recognised as a beacon of educational excellence. This achievement reflects a period of truly transformational change for our community.

Lea Manor High School's learning community is happy, ambitious and thrives in an environment with high standards and expectations. Our school dictum 'Together we succeed' emphasises our commitment to excellence for all our students.

Lea Manor High School is widely recognised as an inclusive school that cares deeply for all its students. We are wholly committed to inspiring and supporting our students in their endeavour for success in all aspects of school life, regardless of ability and background.

The school is proud to be part of Chiltern Learning Trust, an outstanding and progressive multi-academy Trust in Bedfordshire. The Trust and school work together in a very supportive and collaborative way, offering a wealth of staff professional development.

Please look at both the school and the Trust website for further details. This is an ideal opportunity to make a real difference to the pupils and their life chances. If you wish to discuss this post further, please contact the school via email, learning@leamanorhighschool.org to arrange an informal discussion.

The closing date for applications is **9.00am on Tuesday 14th July 2026**.

We look forward to receiving your application and thank you for your interest in Lea Manor High School.

Your sincerely

Jess Pather
Headteacher

