

**Bohunt School Worthing**

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Headteacher: Mrs N Jones BSc (Hons) NPQH

July 2026

Dear Applicant,

Thank you for your interest in Attendance Officer at Bohunt School Worthing. We are seeking a flexible, dynamic and driven individual to be part of the development of the school.

You are joining Bohunt Education Trust at an exciting time of its development. We have ten schools across four local authorities: Hampshire, Portsmouth, West Sussex and Wokingham; Bohunt Farnborough joined in January 2024 and Rusper Primary School in March 2025. You will benefit from being part of a multi-academy trust offering the support of experienced colleagues across our schools and greater opportunities for career progression for those with both potential and aspirations to progress.

Working as part of a team is a crucial aspect of the roles, so you must have a flexible attitude to react to different situations throughout the school day and the ability to use your own initiative within the learning environment. The successful candidate should have excellent interpersonal and communication skills, relate well to young people and possess Maths and English GCSE Grade C or above (or equivalent).

I welcome applications from serious candidates and do ask you to take the time to consider carefully the roles laid out in the job description. Applying for a job in a school can raise many questions Karen Calder can be contacted at recruitment@bohuntworthing.com regarding any queries.

Proud to be part of the Bohunt Education Trust



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Finally, I look forward to receiving your application should you decide that you wish to contribute to the development of Bohunt School Worthing. Please apply on-line today by visiting our website www.bohuntworthing.com/vacancies The closing date is Wednesday 15th July 2026.

With very best wishes,



Nicole Jones
Headteacher

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