



Attendance Officer 2 days per week

Salary: Grade 7 Point 19-25 – FTE

Hours: 15 hours over 2 days per week 7:30am–3:30pm Mondays and Tuesdays [30 minutes unpaid lunch], term time plus one day

Start Date: September 2026 TBC

Responsible to: Deputy Headteacher

Longridge High School is situated on the outskirts of Longridge, a small manufacturing and market town between Preston and the Ribble Valley. We have 50+ teaching staff and approximately 830 pupils. The school serves the local community and has a large catchment area encompassing neighbouring villages, a large rural district, and urban areas of Preston. The school was originally built in 1959, with additional accommodation added in subsequent years. School facilities have been continuously updated and refurbished and the school has a new purpose-built teaching block to take on additional pupil numbers.

We prepare every young person for life through a consistent approach to excellent behaviour, good manners, and hard work, embodied in our school's core values 'Respect, Learn, Grow, Together'.

We are looking for:

A highly motivated and organised individual to support and improve the attendance of our pupils at Longridge High School. The ideal candidate will play a key part in liaising with parents and carers, promoting positive attitudes towards great attendance and a successful education.

The main purpose of this role is to maintain pupil attendance records, promote and encourage high levels of attendance and to maintain a positive relationship with our pupils and their families and carers.

- Do you have the experience working within a school environment
- Do you have a calm, organised nature with the ability to work to strict deadlines
- Are you a positive, flexible and motivated individual
- Do you have the ability to confidently communicate effectively with all member of school, staff and other organisations

If this is you, then please apply:

- On-line at www.lhs.lancs.sch.uk
- E-mail the school on jobs@lhs.lancs.sch.uk

Closing date for applications: Tuesday 1st September 2026 12 noon

Shortlisting: Wednesday 2nd September 2026 12 noon

Interviews: Tuesday 8th September 2026

Longridge High School is committed to ensuring the safety of all its children and young people. This post is subject to a Disclosure and Barring Service check.

