



TO CARE
TO LEARN
TO ACHIEVE

BEDFORD HIGH SCHOOL
A Specialist Business and Enterprise College
with Applied Learning
Headteacher: Mrs H J Phillips

November 2019

Dear Colleague

Re: Attendance Manager – required January 2020 temporary to cover maternity leave

Thank you for your interest in the post of Attendance Manager, temporary to cover maternity leave. Bedford High School seeks to appoint an effective and enthusiastic Attendance Manager who will work closely with staff and students to successfully maintain and further develop levels of student attendance within Bedford High School. The successful candidate will lead and be responsible for developing strategies which raise levels of attendance throughout the school. You will be able to develop and sustain relationships with our families, so that issues affecting attendance are dealt with in the most effective way possible and forge early links with staff and families within the school so that issues affecting attendance can be tackled early.

At Bedford High School we are dedicated to offering our students a high quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' in our last Ofsted inspection. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability.

In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported. If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application.

Closing date: Thursday 28th November 2019 at 12 noon

Interviews: to be confirmed

I very much look forward to receiving your application.

Yours faithfully

Mrs H.J. Phillips
Headteacher

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