

Position: Attendance Manager  
Full time, Permanent  
Salary: 46 weeks 36 hours per week  
Grade H SCP 23-25  
Actual Salary  
£28,374 to £30,028  
Start date: September 2024  
Apply by: 10th May 2024 12 noon  
Interview date: TBC  
Location: All Saints Catholic High School  
Roughwood Drive  
Kirkby L33 8XF  
School website: <http://www.allsaintschs.org.uk>  
Roll: 1137



All Saints Catholic High School is an oversubscribed secondary school in the borough of Knowsley. All Saints is a Catholic voluntary aided high school, which serves the community of Kirkby. We will provide a Christian education for all pupils based on the teachings of Jesus and the spirit of the Gospel.

The whole life of the school will be determined by the Gospel values of love and justice. We will always value and care for all members of the All Saints community according to their needs and will affirm and nurture the development of all. We believe this can only truly be realised in partnership with parents, the parishes and the wider community.

Due to increased popularity of the school we are looking at making a number of new appointments within the school. The Governing Body of All Saints Catholic High School wish to appoint an **Attendance Manager**.

Please complete a letter of interest together with a job application form that can be found on the school website: [www.allsaintschs.org.uk](http://www.allsaintschs.org.uk) and return to **[mmcgowan@allsaintschs.org.uk](mailto:mmcgowan@allsaintschs.org.uk)**

All Saints Catholic High School is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the school with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy comes to light subsequently.

The recruitment process for this post will be underpinned by rigorous safer recruitment assessment to ensure that children and young people are protected.

We are an Equal Opportunities Employer.

To arrange an informal visit to the school and a meeting with Tony McGuinness, Headteacher at All Saints Catholic High School please contact Maria McGowan ([mmcgowan@allsaintschs.org.uk](mailto:mmcgowan@allsaintschs.org.uk))