



TO CARE
TO LEARN
TO ACHIEVE

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

June 2021

Dear Colleague

Re: Attendance/Administrative Assistant required September 2021

Thank you for your interest in the post of Attendance/Administrative Assistant at Bedford High School.

Bedford High School seeks to appoint an effective and enthusiastic Attendance/Administrative Assistant to join our team who will work closely with staff and students. We are looking for a colleague who will provide quality administrative support liaising with parents and school staff to assist the improvement of student attendance at school. The successful candidate will be positive and have an inclusive attitude, is hardworking, committed and a dedicated team player.

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' school in May 2018. 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. Please complete the application form (we do not accept CV's) and return it to recruitment@bedford.wigan.sch.uk or post to Mrs C Taylor at the school's address.

Closing date: Friday 25th June 2021

Interviews: TBC

I very much look forward to receiving your application.

Yours faithfully

Mrs H.J. Phillips
Headteacher

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enquiries@bedford.wigan.sch.uk

www.bedfordhighschool.co.uk

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