

Mount Carmel

R.C. HIGH SCHOOL



We are seeking to appoint an enthusiastic individual for the following post:

Attendance Manager

Required from 1 September 2025

37 hours per week. Term time plus 1 week.

Monday – Thursday 8:00am - 4:00pm / Friday 8:00am – 3:30pm

Grade 6: SCP 11 – 19

Full time equivalent: £27,269 – £31,067

Actual salary; £23,664 - £27,698

Closing date: 9 June 2025 at 9:00am

Interview date: 18 June 2025



Job description, person specification and application form available from our website

www.mountcarmelhigh.co.uk

**Return completed application and supporting letter to
vacancies@mountcarmelhigh.lancs.sch.uk**

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment.

Enhanced DBS check is required for this post.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended in 2013 and 2020). Please see the Recruitment Guidance Pack on our website for further information.

**We are very proud to be
a GOOD school**

**Ofsted Inspection
SEPTEMBER 2021**

