



BISHOP HEBER HIGH SCHOOL

RESPECT · OPPORTUNITY · ACHIEVEMENT

Administration Assistant (Attendance) AAAE5152

January 2026

Dear Applicant,

Thank you for expressing an interest in the Administration Assistant (Attendance) post at Bishop Heber High School. We enclose details of the Post and an Application Form as requested. Please note that your completed Application Form and covering letter may be submitted electronically via E-Mail to Mrs J Clegg, Personnel Manager at jclegg@heber.org.uk

THE SCHOOL

Bishop Heber High School has 1,295 students, including 245 in the Sixth Form, and serves three large villages and surrounding hamlets in this beautiful area of south-west Cheshire. There are strong community links through joint adult/Sixth Form curriculum innovations. The School's Library, Sports Hall and Conference facilities are all used by the community. The School enjoys an excellent reputation in the locality and a large number of students opt for Bishop Heber from outside the catchment area. In fact, there are almost 400 students on roll who come from other parts of east Cheshire, Shropshire and North Wales.

Bishop Heber High School is a disciplined, motivated and well-resourced institution with clear views about the purpose of education. We also enjoy a high level of parental support. We overtly seek to combine progressive thinking and practice with traditional high standards. The School was inspected by OFSTED in November 2022.

THE VISION

Our vision is a school in which **Respect**, **Opportunity**, and **Achievement** can flourish.

We recognize the differences, values and beliefs of each individual yet acknowledge the responsibility we all have to treat everyone with **respect** and courtesy so we all feel happy and safe in our school.

Bishop Heber forms the heart of the wider community, providing all its members with a central resource to enhance the quality of **opportunity**: a world-renowned international, innovative place to learn and grow into active global citizens.

Bishop Heber enjoys a positive, well-ordered and stimulating environment. We promote and celebrate **achievement** in academic study, sport, performance, creative arts and community work.

Bishop Heber provides high-quality and exciting teaching, with support and challenge appropriate to the needs of every individual, to encourage learning as a lifelong activity.

THE SCHOOL MOTTO - Pret d'accomplir – Ready to Accomplish



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THE POST

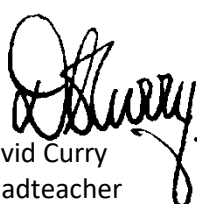
The successful candidate will be line managed by the Office Supervisor and work alongside our existing Education Welfare and Attendance Officer and two other Admin and Clerical assistants. This post will be worked over 3 days per week (8:15 a.m. to 3:30 p.m.) and is a term time only contract. This post would suit a candidate who can work effectively with parents/carers, students and the pastoral and teaching staff in school. The successful applicant will be responsible for ensuring absence information is correctly coded and monitored daily. They will need to ensure teachers and Year Leaders are kept informed regarding absences. The successful candidate will be expected to keep attendance information accurate at all times and to be able to supply the Senior Leadership Team with specific absence data as and when requested.

SELECTION

If having read this information, you like the sound of the School and the post; we would like to hear from you. We can guarantee you high-quality support in your new job, committed and effective colleagues, well-motivated and imaginative students and a supportive community. In return we will expect enthusiasm, industry, a love of children and a real belief in the international dimension and understanding of other cultures. We wish to appoint Attendance Administrator who will continue to develop the ethos of a fully inclusive education at Heber.

Application is by Letter and Application Form only, CVs will not be accepted. Your letter of Application must be no longer than one side of A-4 (size 12 Arial font) and should explain how you believe your experience to date has prepared you for the post. **The closing date is 9:00 a.m. on Monday, 9th February 2026.** If you have not received a reply to your application by Monday, 16th February 2026 please assume that, on this occasion, you have been unsuccessful.

The Chair of Governors and I very much look forward to hearing from you.


David Curry
Headteacher

SCHOOL INFORMATION

- School Prospectus
- OfSTED Report 2022



The above documents can be found at:

www.bishopheber.cheshire.sch.uk



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