



THIRSK SCHOOL & SIXTH FORM COLLEGE

EDUCATING FOR TODAY, PREPARING FOR TOMORROW

Achieving the expected standards in all areas – Ofsted 2026

TOPCLIFFE ROAD, SOWERBY, THIRSK, NORTH YORKSHIRE, YO7 1RZ

**11-18 MIXED COMPREHENSIVE SCHOOL: 1001 STUDENTS
(INCLUDING 138 IN SIXTH FORM COLLEGE)**

HEADTEACHER: EMMA LAMBDEN

TELEPHONE: 01845 522024

WEBSITE: www.thirskschool.org

Office Manager and PA to the Headteacher

Grade H - £31,537 - £34,434 pro rata (£29,456.31 - £32,162.17 actual salary)

Pay Award Pending

Full-time: 37 hours per week

Term-time only plus training days plus 3 weeks

To start ASAP

Are you proactive, professional and highly organised? Do you thrive on building strong working relationships? Thirsk School and Sixth Form College is seeking an Office Manager and PA to the Headteacher, who will be the reliable hub of our school community.

In this vital role, you will manage day-to-day office operations, lead and develop the admin team, provide high-quality PA support to the Headteacher and ensure our records and communications are accurate and GDPR-compliant.

Key responsibilities include:

- Providing comprehensive and effective administrative support to the Headteacher and other school leaders
- Ensuring the efficient day-to-day management of school office operations
- Contributing to the development of administrative policies and procedures
- Acting as a primary point of contact for internal and external stakeholders, including staff, students, parents, governors and suppliers

- Preparing reports and other documentation
- Maintaining accurate student and staff records in line with GDPR and school retention policies
- Clerking meetings (including minute-taking for SLT and Governing Board meetings)

We are looking for someone who:

- Has significant administrative experience
- Is confident using school Management Information Systems and MS Office
- Shows high levels of professionalism, discretion and a strong commitment to safeguarding and GDPR
- Can prioritise, use initiative, solve problems and lead a team calmly under pressure

Hours: This is a full-time post, working 37 hours per week. The role is term-time only plus training days plus 3 weeks. Holidays will not be allowed during term time, unless under exceptional and approved circumstances.

Why join us?

- Be part of a supportive and ambitious school community
- Play a key role in the smooth running of the school
- Opportunities for professional development and training

Our ambitious school is based in the easily accessible market town of Thirsk which lies very close to the A1(M), A19 and mainline rail links, between two beautiful National Parks.

Closing date: 9 am on Thursday 22nd October

Interviews will take place during the week beginning 2nd November.

Further details of the school, the post and a downloadable application form are available from our website: www.thirskschool.org

Please contact andrew.rickard@thirskschool.org if you wish to arrange a visit.

Completed forms should be returned to andrew.rickard@thirskschool.org

Thirsk School and Sixth Form College is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.