



Thirsk School

& Sixth Form College

Educating today, preparing for tomorrow

www.thirskschool.org

EDUCATING TODAY, PREPARING FOR TOMORROW

Achieving the expected standards in all areas – Ofsted 2026

Applicant Information Pack 2026-27

Office Manager and PA to the Headteacher

Full Time

Term-time only plus 5 training days plus 3 weeks

Required to start ASAP

11-18 MIXED COMPREHENSIVE SCHOOL

1001 STUDENTS INCLUDING 138 IN SIXTH FORM COLLEGE

www.thirskschool.org



www.facebook.com/BeMoreThirsk

TOGETHERNESS

HONESTY

INCLUSIVITY

RESPECT

SUPPORT

KINDNESS



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Topcliffe Road, Sowerby, Thirsk, N. Yorks YO7 1RZ

Headteacher: Emma Lambden



An introductory note from Miss Emma Lambden the Headteacher

Dear Applicant,

We are delighted that you are interested in joining us here at Thirsk School & Sixth Form College. We are pleased that you are interested in both the post and becoming part of our community. I hope that what we can offer you inspires you to apply. We do appreciate that applying for a post is a time-consuming process and would like to do whatever we can to help; please do look at our website and do not hesitate to get in touch should you require more information or wish to arrange a visit to the school.

We are a school which is constantly seeking ways to further improve, and we pride ourselves on our focus in putting people at the heart of what we do, both students and staff. There is a strong sense of collegiality amongst staff and Thirsk is a fantastic place to come and work. We were very pleased to achieve 'expected standards in all areas of provision in our Ofsted inspection in March 2026, but we have much to do to push us on to the next phase of being consistently excellent. We hope that, with your skills, experience, and ambition, you will become a part of achieving this aim.

We will offer you:

- Great students, "The pupils are confident, polite and eager to share their views...They make the school welcoming and embrace diversity. Behaviour in school, both in lessons and during social times, is generally calm." Ofsted report March 2026
- Great colleagues who go the extra mile for our students, "Staff instil ambition and high aspirations in the pupils. Care and compassion underpin the high aspirations staff have for the pupils." Ofsted report March 2026
- Innovative professional development both within school and as part of external professional networks.
- An opportunity to access leadership training and development.
- A very supportive leadership team who have an open-door approach.
- A school that has clear ambition expressed in its strategic plan and fully supported by its Governing Board.





If this interests you, we'd love to hear from you! Please complete the application form and write a letter of no more than two sides of A4. You should outline:-

- Your values and principles, with examples of how they have underpinned your work
- What experiences you feel will enable you take up this post successfully

Please email your application to andrew.rickard@thirskschool.org. Alternatively, your application can be sent to us by post. Also, please ensure that you have identified in your application when you would be available to commence employment with us.

Closing Date: 9am on Thursday 22nd October although we reserve the right to close our application process early if we get a strong response to this advert.

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

I know from my own experience that applying for a post is an intensive process and, if you do choose to apply, I am grateful for the efforts that this will require of you. I look forward to receiving your application.

Best wishes and good luck.

E Lambden

Emma Lambden
Headteacher





Thirsk – the Heart of North Yorkshire

A great place to live, learn and work

As a market town serving the heart of North Yorkshire, it has all the facilities you might expect from a larger town, but with an intimacy and sense of community. The town itself has a traditional marketplace, banks, shops, supermarkets, pubs and restaurants, medical facilities, primary schools, and childcare providers.

Culture

There is a unique community run cinema in Thirsk which is small and characterful but has all the latest releases along with more unusual productions. The arts scene is complemented by several galleries, and Thirsk is the home to North Yorkshire's Rural Arts Centre which promotes exhibitions, workshops, and classes in a variety of the arts. Thirsk is also the home of the nationally recognised Herriot Museum, and this reflects its traditional roots as the centre of the agricultural community. Local history is well promoted with information boards linking walks around the town. Additionally, Thirsk remains the centre of the hand-made furniture industry with several nationally renowned brands, each with distinctive carved trademarks. Some showrooms have workshop tours and cafes.

Sport

Sporting interests are facilitated by a local leisure centre with swimming pool, newly expanded and upgraded gym and other facilities. The local running club, Thirsk and Sowerby Harriers, meets at the school twice a week. There are thriving local clubs -Thirsk Hockey Club, and Thirsk Falcons Football Club run a full spectrum of junior and senior teams for both genders. There is a rich tradition in rugby and cricket with clubs based in the town and many local football and cricket teams in the local villages. A squash club and a golf club lie on the town's fringes along with Thirsk Racecourse. A fantastic development has been the establishment of the Sowerby Sports Village on the school's doorstep; this developing facility provides for a variety of clubs and individuals offering a measured kilometre track that attracts runners, cyclists, and walkers.



Thirsk lies between two National Parks, The Yorkshire Dales, and the North Yorkshire Moors, which are easily accessible and provide wonderful walking, mountain biking, fell running and bird-watching opportunities. The hosting of the Tour de France in 2014 elevated the cycling tradition in the area and the school has previously hosted the London to Edinburgh cycle venture. North Yorkshire's stunning coast is within easy reach offering wild and dramatic cliffs, beautiful fishing villages and traditional seaside resorts along the bracing North Sea coast.

Housing and Transport

There is a variety of housing available in the area from more traditional market town houses, and local village cottages, family houses, apartments, and terraced properties. The Sowerby Gateway development on the southern fringe of the town offers a wide range of housing on a modern estate. Fantastic transport links via the A1(M), A19, A61 and the mainline railway running from London to Edinburgh enhance Thirsk as a great place to locate. Many staff members live within the school's catchment and send their children to our neighbouring primary schools or to our school, whilst others choose to live in York, Harrogate, Ripon, Northallerton and Teesside.





Advert

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

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
- Access 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 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.



Benefits of working at Thirsk School & Sixth Form College

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

As an employee of Thirsk School & Sixth Form College you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) the school also pays into the scheme on your behalf.

Staff benefits platform



Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place. Vivup also provides exclusive benefits through their platform, including discounts from major retailers as part of the lifestyle savings benefit and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.

Financial Wellbeing – Mental Wellbeing – Physical Wellbeing



A confidential support service for employees and their immediate family members. A FREE 24 hour personal support service. Your call will always be answered by a qualified and experienced counsellor who will offer support in a professional, friendly and non-judgemental manner.



MyView is a self-service facility and can be accessed via your PC or via an app on your mobile. Within MyView, you can access and change your personal details, view payslips online, P60s, input and view expense and timesheet claims.



Job Description

POST:	Office Manager and PA to the Headteacher
GRADE:	Grade H SCP18-23
RESPONSIBLE TO:	Headteacher
STAFF MANAGED:	Colleagues in the admin team
JOB PURPOSE:	To provide a comprehensive and effective administrative and organisational support service to the Headteacher and the school, ensuring efficient management of office operations, systems and services. The role contributes to communication, planning, policy development and continuous improvement.
JOB CONTEXT:	The Office Manager and PA to the Headteacher is a senior administrative post central to the smooth operation of the school. Reporting to the Headteacher and working closely with other senior leaders, the postholder leads the school's front-of-house and office team, provides confidential PA support to the Headteacher and provides key operational capacity across a range of areas. This role operates in a fast-moving school environment and requires the postholder to exercise initiative and sound judgement and to manage a workload with competing priorities. This school is committed to safeguarding and promoting the welfare of our students and young people. All staff will receive relevant safeguarding training at induction and throughout their employment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues:	• Management of office operations • Routine clerical and administrative tasks such as correspondence, data entry, record maintenance, filing and diary management • Minute-taking for a range of meetings, including SLT and Governing Board meetings • Contribute to the development of administrative policies and procedures to improve service efficiency • Oversight of issues relating to examination arrangements • Any other related duties reasonably requested by the Headteacher
Communications:	• Act as the primary point of contact for internal and external stakeholders including staff, students, parents, governors and suppliers • Handle enquiries, providing information both verbally and in writing



	- Advise a range of audiences on a variety of subjects - Lead on effective communication across the school, ensuring clarity and professionalism
Resource Management:	- Manage office resources, order supplies and maintain equipment - Co-ordinate administrative aspects of premises and contractor arrangements, including monitoring service contracts
Financial Management	- Process invoices and payments, reconcile accounts, monitor budgets and contribute to financial planning and reporting in line with regulation - Monitor staff salaries, consider future financial commitments and undertake delegated financial decisions - Monitor service contracts, school licences and insurance arrangement, ensuring compliance with relevant policies and financial regulations
Line Management	Act as the line manager of administrative staff, including allocation and checking of work, training, induction and performance management.
Professional Development:	Participate in appraisal, training and professional development activities
Safeguarding:	- Promote the welfare of children, young people and adults, raising concerns as appropriate. - Maintain awareness of relevant legislation
Systems and Information:	- Maintain accurate and confidential records, including students and staff, in line with data protection requirements. - Take day-to-day responsibility for the school's Single Central Record, ensuring it is accurate, complete and kept up to date in line with statutory guidance and the school's safeguarding policy
Data Protection:	Comply with data protection, information security and confidentiality policies
Health and Safety:	Be aware of and implement health and safety responsibilities within the working environment
Equalities:	Work in accordance with the school's Equality Policy to ensure fair and equitable service to all users
Flexibility	Respond flexibly to changing demands and circumstances as required, within the scope of the role and the grade
Customer Service:	Provide a high standard of customer service, treating all users with respect and dignity
Date of Issue:	October 2026



Person Specification

Essential upon appointment	Desirable on appointment
Qualifications and Training • Level 3 qualifications in Business Administration, Finance or a relevant field (or equivalent experience)	• Evidence of continued professional development
Knowledge, understanding and abilities • Knowledge of administrative and financial procedures • Ability to produce reports and analyse data • Ability to interpret complex information and develop plans • Ability to develop policies and procedures • Ability to lead, manage and develop staff • Ability to lead projects • Ability to contribute to service improvement and monitor service effectiveness	• Knowledge of school systems and policies • Knowledge of school governance • Knowledge of financial planning and staffing cost monitoring • Understanding of contract/service monitoring
Experience • Significant experience in an administrative/office environment • Experience supporting senior leaders or managers • Experience of supervising or managing staff • Experience of administrative tasks • Experience of financial administration	• Experience of working in a school or public sector setting • Experience of clerking/governor support • Experience of using a school Management Information System • Experience of co-ordinating complex activities (e.g. examinations) • Experience of monitoring contracts/services • Experience of contributing to financial planning



Occupational Skills • High level of literacy and numeracy • Strong organisational and time management skills • Good ICT skills, including use of MS Office • Customer service skills • Ability to provide advice and guidance	• Ability to use a school Management Information System
Personal Attributes • Ability to work independently and use initiative • Ability to work under pressure, prioritise and respond to unexpected challenges • Professional, flexible, proactive approach • Effective communicator with the ability to lead communication across an organisation • Discretion, including the ability to handle confidential information	
Other Requirements • Enhanced DBS clearance • Commitment to safeguarding and promoting the welfare of children and young people • Commitment to equality, diversity and inclusion • Commitment to Continuing Professional Development	