



**Job Title: Office Manager/PA to Headteacher**  
**Hours: 37 hours per week**  
**WPY: 48.09 (Term time, plus 5 PD days, plus 3 weeks in the school holidays)**  
**Salary: Grade 8, SCP 19-22 (£16.10 - £16.93 per hour)**  
**Contract Type: Permanent**  
**Workplace: Church Stretton School**  
**Start Date: As soon as possible**

TrustEd Schools is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Church Stretton School is a very successful, oversubscribed, vibrant and happy 11-16 secondary school, where relationships are strong, serving the market town of Church Stretton and the immediate area. Being a smaller rural school, we get to know our students and their families well.

### **Main outline of the job**

An exciting opportunity has arisen at Church Stretton School for an Office Manager/PA to the Headteacher. We are looking for a highly organised and motivated individual looking for a rewarding role in education. We are looking for someone who thrives in a dynamic environment where no two days are the same. They must be professional, discreet, and capable of handling sensitive information confidentially. Strong communication skills, both written and verbal, are essential. Experience in office administration and staff management is required, and proficiency in IT systems, including Microsoft Office and school-specific software, is desirable. Flexibility and adaptability in a fast-paced school setting are also key to being successful in the role.

As PA to the Headteacher, you will provide vital administrative and organisational support, ensuring the smooth operation of the school's leadership team. You will act as the first point of contact for the Headteacher, managing their diary, correspondence, and key communications.

In your role as Office Manager, you will oversee the day-to-day running of the school office, lead a small team of administrative staff, and play a pivotal role in ensuring the school's operations run efficiently.

### **Main Duties**

- Providing confidential and proactive administrative support to the Headteacher and SLT.
- Managing the Headteacher's diary, scheduling meetings, and coordinating correspondence.
- Ensuring excellent communication between the Headteacher and staff, parents, governors, and external stakeholders.
- Overseeing the school's office team, ensuring high standards of efficiency and professionalism.
- Managing office systems, records, and supplies to support the smooth running of the school.
- Contributing to the welcoming and supportive environment of our school community.

## **Application process**

Full details of the role and application process are available from the school [www.churchstretton.shropshire.sch.uk](http://www.churchstretton.shropshire.sch.uk). If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**

The closing date for all applications is **Friday 14<sup>th</sup> March 2025 at 9am. Applicants are encouraged to apply early as the school may start the interview process before the closing date.**

Interviews will be confirmed. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

Completed application forms should be returned by email to [admin@csschool.co.uk](mailto:admin@csschool.co.uk) by the closing date.

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk). This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

We are an equal opportunities employer and are committed to diversity and gender equality in our hiring practices.

Shortlisted candidates will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

An online search will be undertaken as part of due diligence checks during the shortlisting process.