



Job Title: Office Manager/PA to Headteacher

Hours: 37 hours per week

WPY: 48.09 (Term time plus 4 weeks, including PD days, this equates to 48.09 paid weeks per year)

Contract Type: Temporary until 31st July 2027

Salary: Grade 8, SCP 19-22, £32,061 - £33,699 (pro-rata to working weeks, £16.62 - £17.47 per hour)

Workplace: Church Stretton School

Start Date: 1st September 2026

TrustEd Schools is a Shropshire multi-academy trust serving a family of local schools, consisting of five secondary schools and four primary schools. 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 successful, oversubscribed and vibrant 11–16 secondary school, where relationships are strong. We serve the market town of Church Stretton and the surrounding area. As 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 organised, motivated, and professional individual to join our team as Office Manager/PA to the Headteacher on a temporary basis.

This is a key role providing high-quality administrative and organisational support to the Headteacher and leadership team, while ensuring the smooth running of the school office. The successful candidate will thrive in a busy environment where every day brings new challenges and opportunities.

We are seeking someone who is highly organised, proactive, and able to handle sensitive information with discretion and confidentiality. Excellent communication skills, both written and verbal, are essential, along with experience in office administration and staff management. Strong IT skills, including Microsoft Office and familiarity with school systems, are desirable.

As PA to the Headteacher, you will provide vital administrative support, manage diaries and correspondence, and act as a key point of contact for the Headteacher. As Office Manager, you will oversee the day-to-day operation of the school office, lead a small administrative team, and play an important role in ensuring the school runs efficiently.

This is a rewarding opportunity for someone who enjoys a varied role and wants to make a positive contribution within a school community.

Main Duties

- Providing confidential and proactive administrative support to the Headteacher and Senior Leadership Team (SLT).
- Managing the Headteacher's diary, scheduling meetings, and coordinating correspondence.
- Ensuring effective communication between the Headteacher, staff, parents, governors, and external stakeholders.
- Overseeing the school office team, promoting high standards of efficiency, organisation, and

professionalism.

- Managing office systems, records, and resources to support the smooth and effective running of the school.
- Contributing to the welcoming, inclusive, and supportive environment of our school community.

Application process

Full details of the role and application process are available on the school website [Church Stretton School](#).

If you feel you have the qualities to complement our existing team, we would be pleased to hear from you.

To apply for the position, please complete the TrustEd Schools application form and email it to admin@csschool.co.uk. Your covering letter, of no more than two sides of A4, should explain how your skills and experience make you a strong fit for this role. Please address your letter to Dr Andy Wood, Headteacher.

A copy of the application form can be found on our website. Please note that CVs will not be accepted.

Prospective applicants are warmly encouraged to visit the school or arrange an informal conversation before applying. To arrange this, please contact Mrs Sian Wilmot, PA to the Headteacher, by telephone on 01694 722209 or by email at admin@csschool.co.uk.

The closing date for applications is **Tuesday 14th July 2026 at 9.00am**. We reserve the right to close this advert early if a strong field is received.

Interviews will be held on **Friday 17th July 2026**. Shortlisted candidates will receive details of the interview process by email. If you have not heard from us within one week of the closing date, please assume that your application has been unsuccessful.

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. This school 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.