

11 – 16 Comprehensive, 710 on roll
Headteacher: Mr Steve Shaw

PA to the Headteacher Required for September 2026

NJC: Points 15 to 20 (start point dependent on experience)

37 hours per week: Term time plus three weeks (0.9 f.t.e.)

Salary: £30,024 to £32,597: Pro rata / Actual: £27,085 to £29,406

Thomas Keble is a very successful 11 – 16 comprehensive school, located in an area of outstanding natural beauty in the Cotswolds. As a school community, we work hard and go the extra mile for our student body who in return, are warm, welcoming and well-motivated. We are proud of our consistent approach that delivers very positive behaviour and strong discipline, allowing us to enjoy our teaching in a first class atmosphere of mutual respect.

Due to the retirement of the current postholder, we require an exceptional PA to join our friendly senior team. This is a rare opportunity to join a strong and successful staff body. As a school we can offer a supportive, dynamic and professional environment where all members of the staff community work as one cohesive group to support our children to thrive.

You will join a friendly team of staff, who are dedicated to ensuring that all learners reach their full potential. In our recent Ofsted, July 2023, the Inspection Team said:

"Thomas Keble continues to be a Good School."

"Leaders have created a nurturing environment which supports pupils to learn and achieve well."

"Pupils' behaviour is calm and friendly and disruption to learning is rare."

"Pupils with special educational needs and/or disabilities (SEND) are well supported"

"Pupils feel happy and safe at school."

The successful candidate will have excellent communication skills and the ability to work either as part of a team or independently. You will be flexible in your approach, a good listener and communicator, and have positive attitudes to young people. Strong organisational and Microsoft Office skills (Word, Outlook, Excel) are also highly desirable.

The hours for this post are to be worked between 8:00am – 4:30pm, Monday to Thursday and 8.00am – 4.00pm on Friday (including an unpaid 30-minute lunch break).

The closing date for applications is **Wednesday 3rd June 2026 at midday**, with interviews scheduled for the following week. However, we reserve the right to withdraw the advert at any time, should we have a large response, so we would encourage an early application to avoid disappointment. Please use the eteach portal to apply.

For further details, please contact the Headteacher's PA, Ms Amanda Oxberry, on 01452 770301 or email recruitment@thomaskeble.gloucs.sch.uk. This post includes membership of the Local Government Pension Scheme (LGPS) with Employers Pension contributions at current rates.

Thomas Keble School is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy comes to light subsequently. *Thomas Keble School is an Equal Opportunities Employer*