



Tadcaster Grammar School

Be Your Best Self

11-18 Mixed Comprehensive

Headteacher: Mr A Parkinson B.Sc. (Hons) M.Ed M.Sc

Office Manager. Permanent
Band G £21,340-£23,389 (actual salary). TTO (includes training days)

This role is to manage the delivery of non-classroom support to students and visitors of Tadcaster Grammar School. This is a busy but highly rewarding role working with the team who are the first people visitors meet when coming to TGS. This role is permanent,, 37 hours per week, term time only (plus 2 days on exam results days).

Tadcaster Grammar School is a wonderful place to work while making a positive contribution to young people's lives every day. Tadcaster Grammar School is a proud member of the STAR Multi Academy Trust. The STAR MAT is committed to equality, and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed. Full details can be found on the school website.

If you would like to apply for this post, please complete our online application form: <https://bit.ly/STARSupportApp> which must be returned by 9 am on 21st March 2023. A selection process will be held w/c 27 March 2023. Please direct correspondence to: tgs.recruitment@tgs.starmat.uk

If you require assistance in applying for this position, please contact us

Tadcaster Grammar School - Toulston, Tadcaster, North Yorkshire LS24 9NB

Tel: 01937 833466 <https://tgs.starmat.uk/>

