

Headteacher's PA, Office Manager and Clerk to Governors JD

Department	Education	Division	Clare Mount Specialist Sports College	
Designation of Post	Headteacher's PA & Office Manager (Clerk to Governors)		Grade	Band F
Responsible to	Headteacher			
Immediate Subordinates				

Job Purpose
The Headteacher's PA job involves providing comprehensive administrative and organisational support, including managing the Headteacher's diary and correspondence, scheduling meetings, preparing documents and minutes, and acting as a first point of contact. The role requires strong organisational skills, discretion, and the ability to manage multiple tasks while maintaining confidentiality.

The role requires the successful candidate to organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and management of admin support staff, including co-ordination and delegation of relevant activities. As such, the successful candidate will take on the role of Office Manager as part of this position, and also Clerk to Governors (training will be provided for this aspect if required).

Core responsibilities:

Administrative support: Provide general administrative assistance to the Headteacher and the Senior Leadership Team (SLT).

Diary and schedule management: Manage the Headteacher's calendar, book appointments, and act as a "gatekeeper" to prioritise requests and ensure they are properly briefed for meetings.

Communication: Handle all correspondence, including email, both incoming and outgoing, and draft letters, reports, and memos for the Headteacher's approval.

Meeting coordination: Organise and schedule meetings, conferences, and events, including booking rooms, arranging refreshments, and preparing necessary documents like agendas and minutes.

Document preparation: Prepare professional documents such as reports, presentations, and briefing papers, ensuring accuracy and high-quality presentation.

Confidentiality: Handle all matters with a high degree of professionalism and integrity, especially concerning confidential issues and sensitive information.

Key skills and requirements:

Excellent organisational and time management skills.

Strong attention to detail and accuracy.

Proficiency in using various software, including Microsoft word, Excel, Publisher and PowerPoint, also promotional software (e.g. MS Publisher), email and the schools' management information system (MIS – Arbor).

Discretion and the ability to handle confidential information.

Good literacy and numeracy skills.

Professional telephone manner and strong communication skills to liaise with a range of stakeholders (staff, governors, parents, external agencies).

Additional duties:

To include supporting HR administration, managing school records, assisting with event organisation, and fulfilling the duties of the Clerk to Governors (training will be provided).

The role will also involve assisting with maintaining school records, data analysis, and supporting the school's public-facing image.

Be prepared to undertake any other duties commensurate with the role as directed by the Headteacher or Senior Leadership Team.

Key Tasks:**Organisation:**

1. To provide full confidential administrative service for the Headteacher, act as ambassador for the school and maintain the Headteacher's diary.
2. To have overall responsibility for the provision of the effective support in the maintenance of personnel records for teaching and non-teaching staff,
3. To manage and oversee relevant office staff with responsibility for student statutory files, collating new pupils' files and removing past pupils' files to ensure that paperwork/systems are up-to-date, organised and archived as necessary.
4. Take a lead role in planning, development, design, organisation and monitoring of support systems / procedures / policies.
5. To have oversight for the continuous cover of the school office reception and telephone switchboard.
6. To attend meetings and produce accurate minutes for distribution.
7. Line management responsibilities, where appropriate.
8. Liaison between manager's / teaching staff and support staff.
9. Hold regular team meetings with managed staff.

10. Liaising with the Business Manager and HR and Staff Well-Being Co-ordinator, participate in the recruitment / induction / appraisal (performance management) / training / mentoring for support staff.

Administration:

1. Liaise with the Data-Co-ordinator to take a lead role in the development and maintenance of record / information systems. Work together to provide detailed analysis and evaluation of data / and produce detailed reports / information, as required.
2. To be responsible for ensuring the Office staff accurately maintain pupil information, registration and admissions using Arbor. Also, oversee archiving of pupil files (leavers).
3. Produce and respond to correspondence from various stakeholders.
4. Provide organisational and advisory support to other staff and Governors.
5. Manage administrative procedures, suggesting ways to improve and simplify systems and processes as appropriate.
6. Have oversight of the completion and submission of forms and returns including those for the DfE and LEA.

Resources:

1. Liaise with the appropriate personnel/Managers, to take a key role in the recruitment of support staff and in managing associated employment procedures.
2. Provide advice and guidance to staff and others on current issues.
3. Undertake research and obtain information to inform decisions.
4. Take a major role in marketing and promotion of the school, including the production of a half termly newsletter.
5. Contribute to ensuring records for Health and Safety management are up-to-date and compliant.
6. Help the Health and Safety Lead monitor, maintain and complete the Emergency Register.

Responsibilities:

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Advise the Headteacher and Governors when policies require updates, due to legislation changes or otherwise.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall ethos / work / aims of the school and raise the profile in the community.
4. Develop constructive relationships and communicate with other agencies / professionals.
5. Share expertise and skills with others.
6. Participate in training, other learning activities and performance development as required.
7. Recognise own strengths and areas of expertise and use these to advise and

support others.

8. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Clerk to Governors duties:

- Advise the Governing Body on their legal duties and responsibilities, as outlined in legislation.
- Arrange and administer meetings for the Governing Body and its committees, including preparing and distributing agendas, papers, and minutes.
- Take accurate minutes of meetings and record decisions with agreed timescales.
- Ensure the Governing Body is properly constituted and manage its statutory registers and records.
- Liaise with the Chair of Governors and Headteacher to prepare agendas focused on school improvement and in line with the school objectives.
- Ensure Governors are aware of any training that they need to access or update in order to perform their roles.
- Some of these duties are out of school hours (e.g. early evening). As such, for Clerk and Governor's role, **the successful candidate will receive extra remuneration.**

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements. The job purposes and key statements remain indicative and by no means exclusive. Given the evolving needs of the School, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

An Enhanced DBS Check will be requested on successful application to a position at the School.

Issued by

Headteacher

Date November 2025