



Employee Specification Form

Post Number	
Job Title	Headteacher's PA, Office Manager and Clerk to Governor's
Department	Clare Mount Specialist Sports College
Prepared by and date	Headteacher November 2025

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications - Maths GCSE (or equivalent) Grade C or above - English GCSE (or equivalent) Grade C or above		- IT Qualification - Administrative qualification	
Experience - Significant Office and Clerical experience - Experience of data inputting / handling - Experience of working in a busy office Administrative support: Ability to provide general administrative assistance to the Headteacher and the Senior Leadership Team (SLT). - Assisting the school's office, secretarial and administrative functions, as required. Diary and schedule management: Experience of managing the Headteacher's/Manager's calendar, booking appointments, and acting as a "gatekeeper" to prioritise requests and ensure they are properly briefed for meetings. Communication: Ability to handle all correspondence, including email, both incoming and outgoing, and draft letters, reports, and memos for the Headteacher's/Manager's approval. Meeting coordination: Experience of organising and scheduling meetings, conferences, and events, including booking rooms, arranging refreshments, and preparing necessary documents like agendas and minutes. Document preparation: Ability to prepare professional documents such as reports, presentations, and briefing papers, ensuring accuracy and high-		- Experience of working in a school office - Experience of ensuring the Headteacher / Manager is fully supported in all aspects of their work - Providing first line HR admin support in school/organisation - Experience of Clerking to Governors - Ability to form good relationships, motivate others and manage a team	

quality presentation. • Confidentiality: Experience of handling all matters with a high degree of professionalism and integrity, especially concerning confidential issues and sensitive information.			
Knowledge and skills Key skills and requirements • Excellent organisational and time management skills, with the ability to prioritise • Excellent keyboard and typing skills, with strong attention to detail and accuracy • An excellent proficiency in using various IT software, including Microsoft Word and Excel, Publisher and email • Excellent minute taking skills • 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) • Maintain an overview of all school policies, advising the headteacher when they are due for review and/or are due to be updated due to changes in legislation/guidance.		• Good knowledge of Arbor, Attendance and Data Management systems • Act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required • Implement and monitor administrative procedures and management information systems to ensure the provision of efficient and effective support services to the Headteacher and Governors • Assist the Data Co-ordinator in the collation and preparation of statistics, management information and reports as required by the headteacher, the Governors, auditors, the local authority (LA), and the DfE	

Additional duties - Includes supporting HR administration, managing school records, assisting with event organisation, and fulfilling the duties of the Clerk to Governors (training will be offered). - Advising on compliance with legislation and guidance, including but not limited to DfE, data protection, Freedom of Information Act, GDPR, school governance. - The role may 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 SLT.		Personnel/HR liaison - Working under guidance of the HR and Well-being Co-ordinator, and in conjunction with the Business Manager, support the initial recruitment process for school staff. This will include, liaising with key staff to organise job interviews/assessments, requesting references, room booking - ensuring the recruitment process is organised efficiently and professionally. - Liaise with the Business Manager to maintain the School's Single Central Record ensuring information is entered in a timely manner, is correct and kept up to date for all individuals required to be recorded. - Work with the Cover Manager and HR and Well-being Co-ordinator to process requests for leave of absence, monitor staff sickness and absence, and provide timely reports to the SLT on staff absence.	
Special Requirements - Good understanding and appreciation of confidentiality. - Establish and maintain good relationships with pupils, parents/carers, colleagues, suppliers/contractors, and other professionals. - Ability to work both independently, with initiative and flexibility, and as part of a team - Self-motivated, positive and reliable - Excellent interpersonal skills, able to gain respect from others while maintaining harmonious working relationships. - Professional, calm and collected manner. - Work towards and support the vision and current objectives outlined in the School Improvement Development Plan. - Main duties and responsibilities are indicated above however other duties of an appropriate level and nature may also be required, as directed by the headteacher		- On behalf of the Headteacher, liaise with outside agencies on projects involving marketing, designing, and printing school-related publications. This includes taking a leading role in producing and proof-reading a half termly newsletter. - To maintain high professional standards of attendance, punctuality, appearance. - Awareness of Child Protection and Safeguarding issues - Awareness and Health and Safety Regulations - Understanding of Data Protection Legislation - A commitment to continuing professional development	