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## The Sherwood School

### Job Description for Admin Assistant & Clerk to Governors

**Job title:** Admin Assistant & Clerk to Governors

**Salary:** £21,246 pro rata (ME7 Point 12, £32,535 FTE)

**Hours:** 25 hours per week x 41 weeks per annum: Term time plus one week (39 weeks). 2 weeks additionally assigned for evening governors meetings. Proposed working hours are 9.30am – 2pm (Weds 8am – 4pm).

**Contract type:** Part-time, permanent

**Reporting to:** Business Manager, Headteacher

**Additional Responsibilities:** First Aid

#### Job Description:

<b>Admin duties</b>	<ul style="list-style-type: none"><li>• To monitor the admin@sherwood.merton.sch.uk school email and respond to queries in a timely manner.</li><li>• Take notes at weekly staff briefing and distribute to all staff.</li><li>• Update the school website calendar and internal google calendar with events and key dates, directed by the School Business Manager and Headteacher.</li><li>• Assist with parental communication, including annual sending of reports.</li><li>• Assist with the fortnightly newsletter, including updating 'Star of the Week' page.</li><li>• Set up and manage online bookings for parents' evenings.</li><li>• Liaise with teachers regarding termly extra-curricular clubs, and set up parent booking processes on Bromcom.</li><li>• Assist with the organisation of school lettings including responding to initial queries, sending out documentation and contracts.</li><li>• Support with the day-to-day administration of the Playzone booking system.</li><li>• Distribute classroom and office stock as directed, help maintain inventory and assist with placing orders when needed.</li><li>• Check and update the schools Open Check status.</li><li>• Administer the School Streets exemption applications for staff and visitors.</li></ul>
<b>Clerking duties</b>	<ul style="list-style-type: none"><li>• To clerk all governing body meetings.</li><li>• Assist the Headteacher and Governors by producing draft agendas and collating papers; ensuring that recipients receive them at least seven days prior to meetings.</li><li>• Assist the Headteacher and Governors with membership, including maintenance of database, elections, induction and informing the Local Authority of appointments.</li><li>• Maintain the governors' folder on Google Drive, uploading relevant documents and keeping up to date.</li><li>• Provide advice and information in conjunction with Merton's Governor Support.</li><li>• Attend termly Clerks' briefings and participate in professional development opportunities</li><li>• Take minutes at Full Governing Board meetings, Business Committee meetings and Teaching and Learning Committee meetings.</li></ul>

<b>Administration &amp; Organisation</b>	<ul style="list-style-type: none"> <li>• Provide a welcoming reception to parents/carers and visitors, on the phone and via the entry system, ensuring security and safeguarding measures are adhered to.</li> <li>• Maintain and update information held on School Databases.</li> <li>• Assist in school emergencies as required, including locating staff, calling emergency services and completing necessary documentation.</li> <li>• Ensure the safety and welfare of the pupils at all times and be prepared to provide supervision in an emergency situation.</li> <li>• Assist in keeping the school office clean and tidy.</li> </ul>
<b>Working with colleagues and other relevant professionals</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the Headteacher.</li> <li>• Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.</li> <li>• Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.</li> <li>• Develop effective professional relationships with colleagues.</li> </ul>
<b>Whole-school organization, strategy and development</b>	<ul style="list-style-type: none"> <li>• Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.</li> <li>• Make a positive contribution to the wider life and ethos of the school.</li> </ul>
<b>Health and Safety and Safeguarding</b>	<ul style="list-style-type: none"> <li>• Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education 2025 and our school's Child Protection Policy.</li> <li>• Look after children who are upset or have had accidents or who may be unwell and administer medication in accordance with the school policy.</li> <li>• As a member of the admin team, ensure everyone onsite has signed in and has the relevant ID to enter the school.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Help keep their own knowledge and understanding relevant and up-to-date.</li> <li>• Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.</li> </ul>
<b>Personal and professional conduct</b>	<ul style="list-style-type: none"> <li>• Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.</li> <li>• Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.</li> <li>• Demonstrate positive attitudes, values and behaviors to develop and sustain effective relationships with the school community.</li> <li>• Respect individual differences and cultural diversity.</li> <li>• Maintain confidentiality on all information relating to individual members of staff, pupils and school matters.</li> </ul>

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Business Manager and Headteacher.