



Inspire. Learn. Grow.

The Sherwood School

The governors of The Sherwood School are seeking to employ a motivated and skilled Admin Assistant & Clerk to Governors to join our school in April 2026. We provide a warm and friendly working environment and are committed to developing our staff to achieve their full potential.

We are an 'Inner London' school and we serve a culturally diverse community in Mitcham. We maintained our 'Good' grading in our last OFSTED inspection in July 2023 and our work to promote children's wellbeing and safety was noted as an asset of the school: *'Pupils' rights and responsibilities are at the heart of this community. Leaders empower pupils with a 'voice' to share their views. Pupils are encouraged to contribute positively to school life through the opportunities provided to them.'*

We are looking for a candidate with:

- Good interpersonal and team working skills
- Excellent written and verbal communication
- Experience in a similar clerical or administrative role
- High levels of professionalism and confidentiality
- Proficiency in Microsoft Office and IT literate

We offer:

- A genuine commitment to supporting work/life balance
- A friendly and supportive working environment
- Professional development opportunities.
- Dedicated and supportive staff and governors.
- The support of a committed School Leadership Team.

This role would suit someone who has relevant admin experience and is looking to work part time. The suggested working hours are 25 hours per week, and we could be flexible to start and finish times for the right candidate. On Wednesdays the post holder will be required to take notes at the staff briefing in the morning before school and assist with covering the office after school. As our governing board meetings also take place on Wednesdays, the post holder would stay on to clerk for these three times a term.

This role is term time only, including INSET (staff training) days. An additional 2 weeks are assigned within the contract for governors meetings, this time would be worked in the evenings during term time.

A phone conversation with our Headteacher would be warmly welcomed and can be arranged by contacting the school office on 020 8764 5100.

Closing date: Sunday 15th March 2026

Shortlisting: Monday 16th March 2026

Interviews: w/c 16th March 2026

Start date: Monday 13th April 2026 (flexible)

The Sherwood School implements safeguarding protocols in all aspects of their working practices and is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake pre-employment checks including an enhanced DBS check and social media checks.