



## Job Advert: Admin Assistant / PA to Headteacher / Clerk to Governors

**Location:** Gorringe Park Primary School, Mitcham, CR4

**Salary:** M4 Point 4

**Closing date for applications:** Friday 5<sup>th</sup> December at 12 noon.

**Interviews:** Week commencing 8<sup>th</sup> December 2025

**Start date:** Monday 5<sup>th</sup> January 2026

**Contract:** Part time, Term time only (8:30am – 14:00pm Monday – Friday)

**Fixed Term:** Contract end date - 17<sup>th</sup> July 2025 (with the option to extend should the budget allow)

Are you an organised, proactive individual looking to make a real difference in a vibrant primary school?

Gorringe Park Primary School is seeking a dedicated Admin Assistant / PA to the Headteacher / Clerk to Governors to join our friendly and supportive team.

In this varied and rewarding role, you will:

- Provide essential administrative support across the school
- Act as Personal Assistant to the Headteacher, managing diaries, correspondence, and confidential matters
- Serve as Clerk to the Governing Board, supporting key governance processes
- Coordinate school admissions and pupil inductions
- Oversee the school newsletter and communications
- Support the SENCO and extended school administration

We are a welcoming and inclusive primary school in a thriving community setting, with over 400 pupils. This is a fantastic opportunity to contribute to our school's success and help ensure our pupils have the very best experience.

### Why join us?

- Supportive staff team and positive working environment
- Opportunity to develop your skills in a varied and interesting role
- Commitment to professional development
- Work within a school that values diversity and inclusion

Gorringe Park Primary School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an Enhanced Disclosure via the Disclosure and Barring Scheme, confirmation of qualifications, experience checks and satisfactory references. The school reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.

**Visits to the school are strongly encouraged prior to invitation to interview. We would love to hear from you and arrange your visit.** Please contact the school office on [office@gorringepark.merton.sch.uk](mailto:office@gorringepark.merton.sch.uk) or on 0208 648 1451 to arrange a tour of our school.

References: If you are selected for interview, references will be requested prior to interview. Please ensure your referees are aware of our timescales. **Gorringe Park Primary School follows strict safer recruitment procedures to ensure the pupils receive the best care from the adults around them.**

### To apply:

Please visit our school website or contact the school office for an application pack.

## Job Description: Admin Assistant / PA to Headteacher / Clerk to Governors

### **Main Purpose of the Role**

To provide comprehensive administrative support across the school, act as Personal Assistant to the Headteacher, and provide clerking services to the Governing Board. The role also includes managing school admissions and inductions, overseeing the school newsletter, supporting SENCO administrative tasks, and handling the administration for our extended school (The Penguin Club).

### **Key Responsibilities**

- Provide high-quality administrative support to the Headteacher and school office
- Act as Personal Assistant to the Headteacher, managing diaries, correspondence, and confidential information
- Serve as Clerk to the Governing Board, including preparing agendas, taking minutes, and ensuring compliance with statutory requirements
- Oversee all school admissions processes and pupil inductions, liaising with parents and relevant staff
- Coordinate the production and distribution of the school newsletter
- Support the SENCO with administrative tasks, including maintaining records and supporting communication
- Manage administration for extended school activities, including breakfast and after-school clubs
- Maintain accurate records and ensure compliance with data protection and safeguarding requirements
- Liaise professionally with pupils, parents, staff, governors, and external agencies

### **Person Specification**

#### **Qualifications and training**

- Good standard of general education (GCSEs or equivalent in English and Maths)
- Relevant administrative qualification (desirable)
- Evidence of continued professional development (desirable)

#### **Experience**

- Experience in a similar administrative role, preferably within an educational setting
- Experience in providing PA support to senior leaders
- Experience of clerking or minute-taking at meetings (desirable)
- Experience working with confidential information

#### **Skills and knowledge**

- Excellent written and verbal communication skills
- Strong organisational and time management skills
- Ability to prioritise workload and work to deadlines
- Good IT skills, including Microsoft Office and school MIS (Bromcom) (desirable)
- Knowledge of school admissions and safeguarding procedures (desirable)
- Ability to take accurate minutes and produce clear documentation

#### **Personal qualities**

- High level of professionalism and discretion
- Friendly and approachable manner
- Commitment to upholding and promoting the ethos and values of the school
- Ability to work independently and as part of a team
- Commitment to maintaining confidentiality at all times
- Flexible and adaptable approach to changing priorities