

**Featherstone Primary and Nursery School**  
**Job Description**  
**School Administrator - PA to Head & Clerk to the Governing Body**

**Job title:** School Administrator: PA to Headteacher & Clerk to Governing Body

**Line Manager:** The Headteacher      **Supervisory Responsibility:** School Business Manager

**Ealing GLPC Grade:** **Scale 7, points: 23 - 25**      **Salary** **£38,397 - £39,417 pa** (paid pro-rata term-time only + 5 days)

**Hours:** **30 hours** (Mon 8 – 3, Tues 8 – 3, Weds 8 – 3:30, Thurs 8 – 1, Fri 8 – 1)

### **Main purpose of the job**

- Provide general administrative duties in the office - meeting visitors, parents, general phone calls, enquiries, assisting parents with school online platforms any ad- hoc duties
- To provide clerical and administrative support to the head teacher
- To manage effectively routine processes and documents related to the Governing Body and anything in addition as requested by the head teacher
- As Clerk to the Governors to advise the Governing Body on governance, legislation and procedural matters where necessary, before, during and after meetings
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- Contribute effectively to the efficient functioning of the team

---

### **ADMINISTRATIVE TASKS**

1. Undertake reception duties such as answering routine and complex enquiries; telephone or face-to-face, signing in visitors to the school and sorting and distributing mail
2. Make sensitive/confidential calls
3. Manage manual and computerised record/information systems. SIMs Weduc Parentpay, InVentry
4. Manage Google calendar
5. Provide administrative and organisational support to other staff as requested by the Head Teacher or SLT
6. Book other visitors for the school as required
7. Arrange catering/shopping for events and meetings
8. Raise Purchase Orders
9. Act as liaison between managers, teaching staff and support staff
10. Provide organisational and complex advisory personal support to staff and the Governing Board
11. To Manage the relationship and issues relating to the site management (PFI) within the school
12. Update school website
13. Take Minutes of confidential meetings
14. Book CPD for all staff & Governors raising orders where relevant and keeping records of CPD
15. Cover Welfare when required
16. Undertake similar duties commensurate with the level of the post as required.

**Featherstone Primary and Nursery School**  
**Job Description**  
**School Administrator - PA to Head & Clerk to the Governing Body**

**PERSONAL ASSISTANT TO HEADTEACHER TASKS**

1. Produce reports/information/data as required for the Head Teacher, governors etc
2. Manage and maintain all Head Teacher filing, both electronic and paper
3. Deal with all incoming Head Teacher mail and respond, as far as is possible, within a reasonable space of time, passing to the Head only what is essential for her to see or deal with
4. Provide routine clerical support for the Head Teacher such as photocopying, filing, emailing and completion of routine forms and documents
5. To support the work of SLT
6. Prepare all paperwork for interviews; arranging interview dates, references and DBS checks
7. CP Administrator – (CPOMS)
8. To prepare and file appropriately any confidential paperwork relating to pupils and CP cases
9. Keep staff lists up to date
10. Record safeguarding training for staff and volunteers
11. Keep a log of safeguarding records and certificates for OFSTED folder
12. Intercept and deal, as far as possible, with the Head Teacher's phone calls in a manner that promotes a positive image of the school
13. Provide paperwork for the Local Authority for suspensions and exclusions
14. Be responsible for staff records (including sickness records) and ensure that these are efficiently and accurately kept in line with GDP regulations including the local retention of documents policy
15. Monitor staff absence and prepare reports for the Headteacher as required
16. Record daily staff absence, record absence on itrent, keep individual staff absence records
17. Attend Mitie meetings
18. Liaise with Mitie/PFI
19. Prepare the Relief SMSA timetable & Liaise with DH and Lead SMSA on a daily basis to ensure cover is adequate
20. Prepare HT expenses and submit on itrent
21. Produce ad hoc letters for staff
22. Undertake similar duties commensurate with the level of the post as required

**CLERK TO GOVERNING BODY**

**Main responsibilities and tasks**

- Advise the governing body, headteacher, chair and committees on governance, legislation, constitutional and procedural matters, duties and powers as appropriate, including during meetings
- Provide effective administrative support to the governing body, committees and provide any necessary follow up actions
- Manage information professionally and effectively in accordance with legal requirements, data protection, observing confidentiality at all times and working within the broad current legislative framework

## Featherstone Primary and Nursery School

### Job Description

#### School Administrator - PA to Head & Clerk to the Governing Body

- Maintain accurate records including governing body attendance, membership information in accordance with legal requirements and keep the local authority updated
- Keep up to date with the laws and regulations pertaining to school governing bodies, to support the governing body to be fully compliant with statutory requirements including constitution
- Develop and maintain effective, positive relationships with all governors, school staff and officers of the local authority in order to enhance the effectiveness of the governing body

#### Meetings

1. With the chair, draw up an annual schedule of meetings which includes an annual calendar of meetings and cycle of agenda items for meetings of the governing body and its committees including timescales for review of documents and consideration of new documents
2. Before each governing body meeting work effectively with the chair and headteacher to prepare a purposeful agenda for each meeting which is focused on school improvement and also takes account of DfE, LA and foundation/church authority issues. Also to receive an update on progress of actions agreed previously
3. Encourage the headteacher, chair and others to produce papers for meetings on time
4. Prepare, collate and distribute focused agendas and associated documentation for meetings at least seven, preferably ten days before the meeting
5. Record the attendance of governors at the meeting and with the chair take appropriate action re absence i.e. with the chair implement the procedure for disqualification for non-attendance (lapsing) and inform the governing body and local authority as appropriate
6. Take accurate, objective, effective minutes of the meeting noting key questions from governors and recording responses, votes and all decisions. These should indicate clearly who is responsible for any agreed actions (with initials) and deadlines/ timelines
7. Advise the governing body on governance legal, procedural and constitutional matters as necessary, before, during and after the meeting and to undertake any research necessary to provide sound advice on such issues
8. Provide organisational and complex advisory personal support to staff and the Governing Board
9. Circulate draft minutes of the meeting for amendment/agreement with the chair and headteacher and where appropriate committee chairs within five working days, ensuring secure networks are used to communicate personal/confidential information
10. Distribute the approved draft minutes and documentation to all governors within agreed timescales, as specified by your school/governing body monitoring to ensure completed actions are recorded
11. Advise all governors including absent governors of the date of the next meeting
12. Maintain formal records of the governing body meetings both Ensure approved non-confidential minutes are held centrally
13. Clerk some or all statutory and non-statutory governing body committees e.g. staff and pupil disciplinary meetings, admissions, complaints and appeals panels
14. Carry out the elections of parent and staff governors preparing voting papers, collating results as appropriate
15. Ensure confidentiality requirements of minutes and other information is observed – to include those records of confidential minutes is retained for the governing body only
16. Take the role of chair at the part of the meeting where a chair is elected. Prior to this give advice re procedure as appropriate and seek nominations in writing for the chair/vice chair roles

#### Membership

**Featherstone Primary and Nursery School**  
**Job Description**  
**School Administrator - PA to Head & Clerk to the Governing Body**

17. Maintain GovernorHub database
18. Maintain GIAS Governor records and update membership on NGA
19. Monitor membership of the governing body alerting the chair/full governing body when terms of office are due to expire/resignations of members in advance so election/appointments can be organised in a timely manner
20. Be proactive in challenging any membership discrepancy or anomaly that affects the ability of the governing body to be seen to be acting within its legal framework, as required by DfE regulations
21. Issue appropriate membership letters, including school governing body welcome pack to newly elected/ appointed governors, a copy of the relevant sections of the DfE Governors' Handbook and other relevant information including legal declarations. ([Ealing information](#))
22. Advise the governing body and headteacher in the election, nomination or appointment of effective and appropriate governors in accordance with statutory and local authority regulations/guidance
23. Maintain copies of current terms of reference and membership of committee and working parties and nominated governors e.g. child protection
24. Ensure that a Register of Business Interests is maintained for each governor and reviewed annually. This Register should be published on the school website. To ensure conflict of other interests also recorded as appropriate to agenda items
25. With direction and support from the chair/headteacher ensure that as appropriate a risk assessment or where relevant a DBS & 128 check is carried out for each governor and this information is included in the school's single central record

**Advice and Information**

26. Provide advice to the governing body on procedural issues ensuring access to appropriate legal advice, support and guidance
27. Ensure that statutory policies are in place, reviewed on time as appropriate and that a file is kept in the school of policies and other school documents approved by the governing body
28. Maintain records of governing body correspondence as appropriate and in liaison with the chair of governors ensure the necessary and appropriate action is taken, on behalf of the governing body

**Professional development**

29. Actively participate in any appropriate training, professional development and termly network meetings as appropriate
30. Keep up to date with current educational developments and legislation affecting school governance
31. Safeguard at all times confidential school information ensuring compliance with data protection legislation, both at school and whilst working remotely including information stored on home computers, laptops, all portable memory devices and hard copy presentations
32. Adhere to all school policies that are relevant to this post

**Signatures – line manager and post holder**

**Signature of Manager:**                      **Date:**    /    /  
.....

**Signature of post holder:**                      **Date:**    /    /  
.....

**Featherstone Primary and Nursery School**  
**Job Description**  
**School Administrator - PA to Head & Clerk to the Governing Body**

---