



Featherstone Primary and Nursery School

School Administrator – Clerk to Governing Body / PA to headteacher

Job details

Salary £38,397.00 to £39,417.00 pa - **Grade 7 Ealing Spinal Point: 23 to 25** (paid pro-rata)

Contract **Term-time (+ 10 days) / Permanent / Monday - Friday (30 hours)**

Closing date **8th May 2026** **Job starts** **6th July 2026**

Due to the retirement of the current postholder, we are seeking to appoint a talented, skilled and highly organised **School Administrator – PA to the Headteacher and Clerk to the Governing Body** to join our #FeatherstoneFamily where wellbeing, community and excellence are at the heart of everything we do.

We are an inclusive, vibrant, high-achieving school community, recognised as outstanding in all areas by Ofsted, with a strong culture of care and a commitment to pupil and staff wellbeing. This is a key role within the school, providing high-quality administrative and organisational support and ensuring effective governance through clerking the Governing Body.

We are looking for someone who is:

- Warm, approachable and personable, with excellent communication, inter-personal skills and able to build positive relationships with all stakeholders.
- Highly organised and proactive, able to prioritise effectively and manage a busy, varied workload.
- A competent and skilled administrator with strong ICT skills and experience of school systems.
- Professional and discreet, with the integrity to handle confidential information sensitively.
- Flexible, adaptable and a committed team player, willing to go the extra mile to support the school.

We can offer:

- An exceptional, high-performing school where high expectations and excellence is the standard and staff are empowered to succeed.
- A culture that truly prioritises staff wellbeing, ensuring you feel supported, valued and able to thrive.
- A talented, friendly and ambitious team, led by inspirational leaders who care and invest in your development.
- The opportunity to be part of our #FeatherstoneFamily - a supportive, inclusive community where we value kindness, we listen and we care about one another.

Safeguarding

We are dedicated to ensuring the safety and well-being of all children and young people and expect everyone working at the school to share this commitment. The successful applicant will be subject to a rigorous safer recruitment process, which includes, but is not limited to: an enhanced DBS check; satisfactory references; proof of identity and qualifications; online and social media checks; and other pre-employment screenings.

Conflict of Interest

Due to the nature of this role, it is not suitable for individuals where a conflict of interest may arise, including close, personal or familial relationships with members of the Governing Body, the Headteacher, school staff or pupils. The successful candidate will be required to declare any actual or potential conflicts of interest, including financial or personal interests, prior to appointment and on an ongoing basis.

Additional Details

Before completing the application form, candidates should read the job description and person specification. Visits to the school before applying are warmly welcomed and strongly encouraged before applying. Our headteacher would be happy to meet candidates and/or discuss any aspects of the role. Please contact Sylvia Procter who will be happy to arrange a mutually convenient time for your visit. We look forward to meeting you and welcoming you to our #FeatherstoneFamily.

Closing date: 10am on 8th May 2026

Interviews: w/c 18th May 2026

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