



Deanery C.E. Primary School

Academy Status

Fox Hollies Road, Sutton Coldfield. B76 2RD

Tel: 0121 351 6441 enquiry@deanery.bham.sch.uk

www.deanery.bham.sch.uk

Head Teacher: Mrs Jayne Lockett

PA to Head Teacher / Office Manager / Clerk to Governing Body

Salary Range: Grade 4 (£26,999 to £33,799) Full time with banked hours
8.15am – 4.45pm (plus attendance at evening Governing Body meetings)

The Deanery is a two-form entry, successful primary school where governors, staff, parents and children work in partnership to maintain a warm, welcoming and happy school where everyone feels valued. The governors are seeking to appoint a committed and enthusiastic Clerk to the Governing Body, Office Manager and PA to the Head Teacher, who is organised, effective and shows great initiative.

The successful applicant will need to have a flexible approach to time, as the role of the Clerk will require evening attendance at 14 meetings over the year.

Main Duties

- Ensuring effective timetabling, administration and organisation of governing body meetings
- Preparing agendas and organisation of paperwork for meetings, in conjunction with the Chair of Governors and Head Teacher
- Accurate minute-taking of meetings, ensuring timely distribution and filing of all paperwork
- Managing and maintaining governor records
- Providing advice to the governing body over changes to statutory requirements, policies or other governance matters
- Office Manager within a busy office, required to co-ordinate the school's diary, completing the necessary paperwork for the efficient running of the school, including; management of admissions, recruitment, school census, correspondence, courses and CPD
- Acting as Head Teacher's PA you will be required to liaise with the Head Teacher on all school matters on a daily basis

Key Requirements

- Demonstrate excellent literacy and numeracy skills with the ability to produce high quality minutes
- Competent IT skills
- Be an efficient, accurate administrator, able to use your initiative
- Be a confident researcher, able to manage information and advice from a variety of sources
- Be able to develop good working relationships with the Governing Body, Head Teacher and school staff
- Be able to maintain absolute confidentiality
- Be able to prioritise work and to work to deadlines
- Excellent communication skills
- Show resilience, flexibility and a kind, caring nature and work to the best interests of our children

School experience is preferable but consideration will be given to the right candidate. Training will be provided as appropriate. Previous applicants need not apply.

Application forms are available from the school office or on the school website.

Please contact Nikki Allison by email nallison@deanery.bham.sch.uk

Closing date for applications – Friday 6th December 2019

Interviews week commencing 9th December 2019