



## **Great Hollands Primary School**

Wordsworth, Great Hollands  
Bracknell, Berkshire, RG12 8YR  
Tel: 01344 424911

### **PA to Headteacher and Clerk to Governing Body.**

**32 hours per week (8.30a.m to 4.00p.m)**

**Permanent, Term time only.**

Great Hollands Primary School in Bracknell is a friendly, happy and dynamic place to work. We are seeking to recruit a highly-organised and versatile Personal Assistant and Clerk to work directly for the Headteacher and Chair of Governors.

The successful candidate will play an important role in supporting the Head Teacher/Chair of Governors to lead the school with maximum effectiveness. This will necessitate prioritising the Head Teacher's workload to meet varied and conflicting needs.

They will be required to develop an understanding of the nature of the Head Teacher's role and devise, maintain and monitor the appropriate administrative systems to enable him to fulfil his responsibilities efficiently and effectively.

The post holder needs to be able to adapt to many different situations and multi-task daily and will hold the confidence of the Head Teacher and Governing Body, working with the utmost trust and sensitivity, handling sometimes complex and difficult situations, with staff, students and parents.

The Head's PA / Clerk works independently for much of the time, organising their own workload however being a team player as part of the wider admin team is key.

Do you have the skills and experience to:-

- provide effective and efficient administrative support to the Headteacher
- manage the Headteacher's diary and organise his paperwork.
- receive and respond to correspondence on behalf of the Headteacher.
- be responsible for the minuting, transcription and circulation of documents for both internal and external meetings as necessary.
- produce correspondence for the Senior Leadership Team collating information, producing reports and documents as required.
- prepare resources and facilities for use by the Headteacher.
- facilitate visitors/guests of the Senior Leadership Team
- deal with queries on the telephone and in person for staff, parents, governors, visitors and external stakeholders.
- assist in the co-ordination of school events including Open Evenings, Award Ceremonies, end of term functions and social events through the provision of materials, the ordering of catering and facilities, booking of IT and equipment, invitations and publicity as required.
- as Clerk to the Governors attend and minute a half termly meetings, producing the agenda in conjunction with the Chair, distributing associated paper work and offer support and advice to governors when required.

The successful candidate will:-

- bring extensive secretarial and telephone skills to the role through previous admin experience.
- be able to prioritise work effectively and efficiently.
- communicate effectively and professionally when engaging in all aspects of school life including to our parents/stakeholders/staff/students/Governors/police/press and Local Authority.
- show a highly organised and calm professional attitude at all times showing a proactive not reactive attitude to the role. Have an excellent eye for detail, producing high quality work using MS Office
- have excellent literacy and numeracy skills.
- the ability to attend half termly evening meeting as Clerk.

If you feel this role is for you and you would like to find out more please contact Jacinda Revill – School Business Manager on 01344 424911 or email [business.manager@ghps.bracknell-forest.sch.uk](mailto:business.manager@ghps.bracknell-forest.sch.uk).