

PA to Principal & Clerk to LGB

Salary Grade: UKAT Band C
Hours: 37 HOURS PER WEEK / 38 WEEKS PER YEAR
Responsible to: Principal
Responsible for: n/a

Purpose and Vision

This role exists to provide exceptional professional and administrative support to the Principal and to ensure the effective operation of the Local Governing Body (LGB). The post holder will play a pivotal role in enabling the Principal and senior leadership team to focus on strategic priorities, school improvement, and pupil outcomes, while ensuring governance and compliance functions are efficient, transparent, and fully compliant with Trust and statutory requirements.

Key responsibilities

Clerk to the Local Governing Body (LGB)

- Serve as Clerk to the Local Governing Body (LGB), providing high-quality administrative and procedural support to ensure the effective operation of governance.
- Prepare and circulate agendas, papers, and minutes in line with Trust governance timelines.
- Record accurate minutes and monitor follow-up actions to ensure accountability.
- Maintain governance records, including membership, attendance, declarations of interest, and statutory compliance.
- Provide advice to governors on governance and regulatory requirements, referring to Trust policies and national guidance.

Executive and Administrative Support

- Provide comprehensive personal assistance to the Principal, including diary management, meeting coordination, correspondence, and document preparation.
- Coordinate, attend, and minute Strategic Leadership Team (SLT) meetings, ensuring that actions are clearly recorded and monitored.
- Maintain and update the whole-school calendar, ensuring alignment of key operational, academic, and governance events.
- Support the Principal with the preparation of reports, presentations, and documentation for internal and external audiences.

Compliance, Data Protection and Record Management

- Oversee the administration and monitoring of school-level policies to ensure compliance and timely review through iamCompliant.
- Manage and coordinate Subject Access Requests (SARs) in line with statutory data protection requirements.
- Act as the first point of contact for Data Protection (DP) breaches at school level:
- All local DP breaches must be reported immediately to the Executive PA.
- The PA is responsible for logging and escalating these breaches to the Data Protection Officer (DPO) via the Information Governance process.

Complaints and Legal Administration

- Manage and coordinate the school-level complaints process in accordance with Trust and statutory procedures, ensuring effective communication and timely resolution.
- Administer and record legal behaviour decisions made by the Principal, ensuring accurate documentation and compliance with Trust requirements.

Governance and School Support

- Support the delivery of key school functions, governance activities, and events as required.
- Liaise with the Executive PA and Trust Central Team to ensure consistent administrative standards and adherence to Trust processes.
- Promote a culture of professionalism, discretion, and continuous improvement within the Principal's office.

PA to Principal & Clerk to LGBs – Person specification

Attribute	Essential	Desirable
Qualifications and Training	- Educated to A-Level or equivalent experience in a relevant administrative or secretarial role. - Evidence of ongoing professional development.	- Formal qualification in business administration or governance (e.g. Level 3 Diploma, NGA Clerking Certificate). - Training in data protection or information governance.
Experience	- Experience of providing high-level administrative support to senior leaders. - Experience of clerking meetings or working within a governance framework. - Experience managing sensitive and confidential information. - Experience of maintaining accurate records and managing multiple priorities.	- Experience of working within a school, academy trust, or education setting. - Experience of supporting or coordinating complaints or compliance processes. - Experience of liaising with governors, trustees, or senior stakeholders.
Knowledge and Understanding	- Strong understanding of administrative processes and effective record management. - Awareness of data protection, GDPR, and confidentiality requirements. - Understanding of professional conduct and governance principles.	- Knowledge of statutory education regulations and governance frameworks. - Familiarity with safeguarding protocols and procedures.
Skills and Abilities	- Excellent organisational and time-management skills. - Ability to prioritise and manage competing deadlines. - Exceptional written and verbal communication skills. - High level of accuracy and attention to detail. - Competence in Microsoft Office and digital record systems. - Ability to work independently and proactively.	- Ability to use Trust systems such as iamCompliant or other governance software. - Minute-taking and report-writing experience at a senior level.
Personal Qualities	- Professional, diplomatic, and confidential approach. - Resilient and calm under pressure. - Positive attitude and commitment to supporting the school's vision and values. - Strong interpersonal skills and ability to build productive relationships at all levels.	Commitment to ongoing professional development within governance and school administration.
Other requirements	Willingness to work flexibly to meet the demands of the role, including attending evening meetings as required.	Full, clean driving licence and ability to travel to other Trust sites if necessary.