



WPHA Administrator & Consultant JOB DESCRIPTION

Salary: £25 per hour (invoiced)

Hours: 95 hours across the period September 2026 to March 2027, with additional hours to be agreed in advance by the Chair and Treasurer.

Contract type: Self-employed, fixed-term, interim administrative support from September 2026 to March 2027

Reporting to: WPHA Chair and Executive Committee

Context of Role:

- To provide interim administrative support to WPHA during the administrator vacancy, ensuring continuity, stability and effective day-to-day operation of the association.
- To support communication, coordination, documentation and meeting arrangements so that WPHA can continue to represent and support Wokingham primary headteachers effectively.
- To reduce operational pressure on the Chair, Executive Committee and member headteachers by ensuring key administrative tasks are completed in a timely and organised way.
- To contribute to the smooth running of WPHA while wider governance, membership and sustainability arrangements are reviewed.

WPHA Administrator:

The main responsibilities for this post are:

- Provide administrative support for the day-to-day operation of WPHA, including maintaining records, documents and key information.
- Coordinate WPHA meetings, including preparing agendas, circulating papers, recording minutes and following up agreed actions.
- Support the Chair and Executive Committee with communication to members and relevant stakeholders.
- Maintain meeting schedules and ensure key dates, deadlines and association business are clearly communicated.
- Support the smooth running of the WPHA AGM and termly association meetings.
- Keep accurate records of membership, attendance, decisions and actions to ensure organisational continuity.
- Support the Chair and Executive Committee in managing tasks that would otherwise be delayed due to limited capacity.
- Assist with the organisation and storage of WPHA documentation so that information is accessible, accurate and up to date.
- Liaise professionally with member schools, headteachers, external partners and other stakeholders as required.
- Support the recruitment and induction process for a permanent Administrator or Administrator/Manager post, where appropriate.
- Work within agreed hours and maintain a record of time spent on WPHA administration.
- Undertake any other reasonable administrative duties that fall within the scope of the post, following consultation with the Chair and Executive Committee.

Impact on Wider Association:

- To help maintain continuity and stability for WPHA during a period of staffing change.
- To support the association in continuing to represent and serve Wokingham primary headteachers effectively.
- To strengthen communication and coordination so that members remain informed, engaged and able to participate.
- To contribute to improved systems and processes that support WPHA's long-term sustainability.

Other Professional Requirements:

- To operate at all times within the agreed policies, procedures and governance arrangements of WPHA.
- To maintain confidentiality and handle information sensitively and professionally.
- To establish effective working relationships and communicate clearly, courteously and professionally with members and stakeholders.
- To demonstrate accuracy, reliability and good organisation in all administrative tasks.
- To support WPHA's work in enabling Wokingham primary headteachers to collaborate, share good practice and respond collectively to local and national educational priorities.
- To work constructively with the Chair, Treasurer and Executive Committee to ensure effective use of WPHA resources.
- To take responsibility for completing agreed tasks within the allocated hours and communicating promptly where additional time or clarification may be required.
- To maintain a flexible and professional approach to supporting the evolving needs of WPHA during the interim period.