

Gap Year Administrative Assistant
Starting September 2023



Job Description and Person Specification

Job Title: Gap Year Administrative Assistant

Purpose: To provide Administrative and logistic support to the Partnerships and Admissions Departments and the School Library.

Reporting: The postholder will be a member of the school's support staff. The postholder will be line-managed by the Partnerships Coordinator. As a member of the support staff the postholder will also report to the Bursar.

Hours: The role will initially be a full - time role 0800-1715. The postholder will be expected to work term time only. The appointment would initially be for one term with the possibility of extending up to 3 terms.

Salary & Benefits

- Competitive salary £25,000 per annum
- A free lunch is provided
- Use of School sports facilities when available
- Annual Flu Vaccination
- Employee Assistance Programme provided by Education Support
- Training and development opportunities available



Closing Date: Tuesday 27 August 9am

Interview Date: tbc

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.

Main responsibilities

1. To provide general administrative support to the Partnerships Department and the School Library with work as required to support the Admissions Department.
2. To support the School's Partnership Programme
 - To be available to act as a point of contact for those organisations working in partnership with the school
 - To help ensuring that facilities are prepared in advance of events taking place in school
 - To provide administrative support as required to support the department and to be available to prepare resources.
 - Helping escort pupils back to Channing from Brookfield School for Partnership Clubs.
 - To be available to supervise partnership pupils in school from time to time as required.
3. To support the work of the School Librarian for 1-2 days per week
 - Assist with circulation, including issuing, returning and shelving books
 - Register and supervise pupils with private study and occasionally supervise pupils taking exams
 - Help maintain an appropriate working environment in the library
 - Assist students and teachers in finding and using physical and online library resources
 - Provide assistance to library users with computers, printers and photocopying
 - Help to manage the day-to-day running of the library if the Librarian is absent
 - Assist with reorganising of books on the shelves (following a book move over the summer), including relabelling and preparing items for withdrawal
 - Assist with covering and repairing books (training will be given)
 - Help promote and safeguard the welfare of pupils at the school
4. To provide general administrative and logistic support to the Admissions Department
 - To be available to help with the organisation of open days and to be a presence during the events
 - To be available to help with routine administrative tasks such as filing or sending letters/emails.
 - To be available to help with the I I+ process

The postholder may be asked to undertake such other responsibilities as the

Partnerships Coordinator may reasonably require. The postholder will also be required to undertake training as necessary for the role. This will include but not be limited to First Aid at Work and Safeguarding level 3.

Channing School

Information about the School for candidates

The School

Ever since its foundation in 1885, Channing has been known as a happy and successful community. Our ethos and setting give pupils both security and a sense of their own significance: we recognize all achievements, of whatever nature, and hope each girl here knows she is valued as an individual. We aim to encourage scholarship, integrity, altruism and independence; to give girls the confidence, qualifications and skills they will need in life; and to send our leavers out ready to respond as thoughtful, responsible and socially aware adults to the challenges of the world today.

We remain true to the ideals of our Unitarian foundation, to develop spiritual sensitivity and understanding and in particular to foster respect and consideration for the whole range of human faiths and beliefs. Awarded 'Excellent' in all areas inspected by ISI in 2022, Channing School is summed up by its vision, 'Girls Enjoying Success'.

Academic achievement

Academic results are excellent – GCSE and A Level results details consistently place us amongst the top 50 schools in the UK and top 20 in London. Virtually all our sixth formers go on to University, or to Art College, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

Community spirit

The Head and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extracurricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre.

