

***HR Officer and Assistant to the Bursar & Clerk to the Governors***  
**To start February 2026**

Please email application forms to  
[recruitment@channing.co.uk](mailto:recruitment@channing.co.uk).

**The Position**

This is a key role in the support team of this highly successful, busy school. As the second member of the school's HR function, supporting more than 200 members of staff, and as sole assistant to the Bursar, the successful post-holder will play a vital part in ensuring the smooth and efficient running of the whole school. If you are a proactive, insightful administrator with great interpersonal skills and an eye for detail, we would love to hear from you.



**Deadline for applications: 12pm, Monday 26 January 2026**

**Interviews will be held: 2 February 2026**

**Salary & Benefits**

- Competitive salary circa £38,000 per annum, dependent on qualifications and experience.
- Generous holiday allowance: the successful candidate will be entitled to 30 days paid holiday, inclusive of bank holidays.
- The School will enrol you from the first day of your employment in a non-contributory pension scheme with the School contributing the equivalent of 10% of your salary on a monthly basis.
- A free lunch and daily refreshments are provided.
- Use of School sports facilities when available.
- Annual Flu Vaccination.
- Employee Assistance Programme provided by Education Support.
- Training and development opportunities available.



*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 as defined in the Equality Act. Ability to perform the*

*job will be the primary consideration.*

## **Job Description**

### **Job Title:**

### **HR Officer and Assistant to the Bursar & Clerk to the Governors**

**Job Purpose:** To provide administrative support to the Head of HR to ensure the smooth day-to-day running of the HR function.

To offer effective and efficient administrative support to the Bursar in all aspects of his role.

**Hours:** 8.00-4.30, Monday-Friday, with occasional evenings required to support Governors' meetings or school events.

Please note this is not a term time only position and the successful postholder will be required to work in school for the majority of the time.

**Reporting Line:** Head of HR, Bursar.

### **Main duties and responsibilities:**

#### **HR**

- Support the Head of HR in the delivery of an effective and efficient HR function.
- Provide administrative support throughout the staff recruitment process, including placing adverts, collating incoming job applications, drafting and distributing interview agendas, and issuing reference requests.
- Draft offer letters and contracts of employment for review by the Head of HR.
- Maintain and update staff files and the school management system, including recording of staff absence data
- Maintain the school's Single Central Register of recruitment checks and vetting checks, in line with statutory requirements
- Undertake recruitment and vetting checks in line with the school's Recruitment and Selection Policy
- To deputise for the Head of HR in their absence, in consultation with the Bursar.

#### **Bursar's Assistant**

The Bursar is the second in command of the school, reporting directly to the Headmistress. He is responsible for the entire non-teaching function of the school, line managing a middle leadership team whose areas of responsibility comprise finance, estates, IT, catering,

administration and HR.

- Provide administrative support to the Bursar including diary management, organising meetings, and sending correspondence.
- Deal with incoming telephone calls to the Bursar's Department.
- Maintain records within the Department on behalf of the Bursar.
- Collate I I+ Bursary (financial support) applications and arrange correspondence regarding bursary offers.
- Maintain records of all correspondence with Bursary holders ensuring that the Accounts Department are kept up to date on decisions made.
- Complete the ISC's Annual School Census in liaison with the Admissions Department.
- Process school fees insurance claims and support parents in making travel insurance claims on the school's policy.

## **Governance**

The Governors of Channing are a team of 16 committed volunteers who provide strategic direction and operational oversight of the school. They meet regularly each term as a Board and in sub-committees, both in person and online. The Bursar is Clerk to the Governors and responsible for providing operational and strategic support to the Chair of Governors and the wider Board.

- Compile and share the Governors' annual diary of events, in conjunction with the Headmistress' PA, and keep Governors informed of any changes
- Book Governors meetings, and prepare and distribute agendas and supporting papers
- Take minutes at Governor's meetings
- Keep records and undertake recruitment and vetting checks for Governor appointments
- Arrange Governor training and process expense claims.
- Maintain the Governors' Handbook
- Manage the new Governors' induction process
- Act as the first point of contact for Governor queries

Such other duties that the Head of HR or Bursar may reasonably and from time to time require.

## Person Specification

### Skills

Excellent interpersonal skills with adults and children	Essential
Ability to work calmly under pressure in a busy environment	Essential
Effective time management and proven ability to work to strict deadlines	Essential
Excellent organisational skills and ability to prioritise workload	Essential
Attention to detail and methodical approach to work	Essential
Proficient in using Google and Microsoft suite of applications or similar. Training will be provided as required.	Essential
Self-motivated, with common sense and the ability to take the initiative	Essential
Good numeracy skills	Essential
Willingness to undertake training in any relevant skill areas, as appropriate	Essential
Flexibility to adjust to change and development	Essential
Able to work independently and as part of a team, forming good working relationships	Essential
Good communication, organisational and administrative skills	Essential
Excellent telephone manner	Essential
Ability to act at all times with discretion and to maintain confidentiality	Essential
Ability to use IT (including AI) in an innovative way to improve workload efficiency	Desirable

### Knowledge

Understanding of the importance of promoting and safeguarding the welfare of children	Essential
An understanding of Employment Law	Desirable

### Qualifications

Educated to A level or equivalent	Essential
Educated to degree level or above	Desirable
CIPD Level 3 certificate	Desirable

### Experience

Experience of working in an office environment	Essential
Experience of administrative work with experience of working to timelines	Essential
Experience of working in a school environment	Desirable
Experience of taking and produce minutes to a high standard	Desirable

### **Attitude and approach**

Approachable, personable and confident manner, with good spoken English	Essential
A good sense of humour and positive outlook	Essential
Common sense, initiative and self motivation	Essential
Stamina and resilience	Essential
To be able to work unsupervised as required	Essential
Proactive and flexible working approach	Essential