



CHANNING

**CHANNING JUNIOR SCHOOL**

**Cover Manager & Administrative Assistant**

**Required from September 2026**



## Information about the School for Candidates

### **Our vision:**

Girls Enjoying Success

### **Our mission:**

We foster fearless learners through inspiring education, exceptional co-curricular opportunities and meaningful partnerships, creating bespoke outcomes for every child: “Each of us is intended to have a character all our own, to be what no other can exactly be and do what no other can exactly do.”  
(William Ellery Channing)



Our Unitarian ethos encourages our pupils to be intellectually curious, open-minded and respectful. We build on the power of an all-girls education to develop kind, confident, articulate young women who are ready for life's challenges.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

This emphasis on bespoke outcomes is at the heart of our five new strategic objectives, which you can find here: [Channing 2035](#).

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe and the Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, is well known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community. Our success was endorsed by [our latest ISI inspection in November 2025](#).

### **Academic achievement**

Academic results are excellent. Virtually all our sixth formers go on to University or other higher education institutions, some after a gap year. However, we believe that examination success is not solely the end goal of a pupil's journey through school, rather that it should be an enriching academic and extra-curricular experience that allows girls to develop skills, confidence, creativity and character, instilling in pupils a lifelong love of learning and a firm belief that anything is possible. As a result, our Year 6 pupils move automatically to the Senior School and, in the absence of I I+ or SATs prep, enjoy a broad and enriching curriculum. Experienced, dedicated teachers offer a supportive, encouraging and challenging learning environment that allows pupils to achieve success beyond that which they might have thought possible.

### **Community spirit**

The Headmistress, Head of the Junior School 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 extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school.

### **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. An ambitious building programme, completed in 2017, provided the Senior School with excellent dining facilities, a Music Department, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre, while a full renovation and extension of the Junior School was completed in 2022. We are currently developing a Senior School STEM building complete with DT facilities which is due for completion in Summer 2026.

### **Teaching & Learning**

Channing is a collaborative learning community. We provide an excellent and relevant Teaching & Learning CPD programme that inspires all staff and pupils to achieve their full potential. We support the ongoing development of outstanding teaching and learning which stimulates and challenges all pupils.

Our current whole-school Teaching and Learning focus is to develop a culture of ambitious and inspirational teaching, alongside a shared understanding of every pupil and how best to support them. Central to this is our use of the [Learning Pit](#), which recognises that deep learning involves challenge and productive struggle, and that pupils make the greatest progress when they are supported to persevere through difficulty.

To promote consistently excellent teaching across the school, we have developed the [Principles of Great Teaching at Channing](#) and the accompanying Trusted Techniques. Together, these provide a shared understanding of what high-quality teaching looks like in practice, using a common professional language. They reflect both educational research and our collective expertise, and emphasise teaching that stretches pupils intellectually and supports them to move from challenge to secure understanding.

The *TLC* is our *Teaching & Learning Community*. It is open to all teaching staff. We meet about once a month. It leads on a number of initiatives which support the development of T&L across the school. These include a Journal Club, systems for teachers to share learning with each other, peer observation and the curation The Teaching and Learning Knowledge Interactive Toolkit.

### **Channing Junior School**

The Junior School provides a happy, stimulating and secure environment for around 350 girls aged 4 to 11. Entrance is at 4+ and is selective. The broad and balanced curriculum recognises the importance of the core subjects of English, Mathematics and Science, whilst also giving pupils ample opportunity to discover their talents across a broad range of subject areas. Delivery of the curriculum is through a mix of form teaching and subject specialism. Classroom learning is supported by local trips and outings, to take advantage of the opportunities offered by the capital.

There is a strong tradition in Drama, Music, Art and Sport and Computing and Forest School also form a key part of the



curriculum. In Reception and KS1, pupils are taught mainly by their form teachers supported by teaching assistants. We aim to provide small children with a strong sense of security during their first years in the school and as a result, the school is a happy place to learn. From Reception, the girls receive specialist teaching in

Spanish, Music, PE, Forest School and Drama. From Year 1, the girls also have a specialist teacher for Art and Design Technology. In Key Stage 2, French is also taught by a subject specialist. All of the girls benefit from weekly Reading for Pleasure sessions, with our Junior School Librarian.

The girls are encouraged to become independent learners and, through a variety of teaching strategies, to achieve an increased love of learning and knowledge of the wider world.

The school is very well-resourced and fortunate in its light and airy buildings and in its attractive situation on Highgate Hill. Virtually all full-time staff contribute in some way to our extensive and important extra-curricular programme and raising money for charity. The staff-room is friendly and mutually supportive, and cross-curricular involvement is welcomed and encouraged, particularly in activities outside the classroom. The girls are receptive and well-motivated, and conditions for staff are excellent; we pay London salaries and there is generous provision made for INSET and professional development.

### **Cover Manager and Administrative Assistant - Job Description**

We are seeking to appoint a full-time permanent Cover Manager and Administrative Assistant, commencing in September 2026.

All staff share responsibility for upholding and modelling the school's core values outlined in the Channing Promise and in the Junior School the Channing Characters of responsibility, empathy, bravery, resilience, respectfulness, perseverance, curiosity and independence. Equally, we are all committed to ensuring that every girl is supported, challenged and extended so that her educational experience is fulfilling, stimulating and rewarding.

#### **Main Areas of Responsibility**

The Cover Manager and Administrative Assistant plays a pivotal role in ensuring the continuity of high-quality education by overseeing all aspects of daily cover, maintaining a smooth-running school environment when teachers and teaching assistants are absent. The role encompasses two main areas: administrative management of cover and administrative support.

#### **Cover Management and Administration**

- Plan, manage and allocate daily cover for absent staff (teachers and teaching assistants) and ensure the appropriate cover work that has been set by teachers is provided.
- Ensure staff are informed of the daily cover requirements and work that has been set for each day.
- Manage both on-the-day and planned, teacher and teaching assistant absences, ensuring a fair and balanced allocation of cover to internal staff.
- Where needed, source and manage cost-effective supply staff from the school's chosen agency, ensuring they have relevant information for their day.
- Manage cover arrangements for lunchtime, breaktimes and the club waiters provision.
- Manage immediate unforeseen problems or absences, ensuring suitable supervision of all pupils taking into account.

- Work with the Head of Early Years & Key Stage 1 and Deputy Head, to ensure that Reception children are appropriately staffed in line with the Early Years Framework ratios and qualifications requirements.
- Inform HR and the members of the whole school SLT of any unplanned staff absences each day.
- Maintain accurate records of supply staffing hours and ensure this is communicated with HR and the Compliance Manager.
- Coordinate rooming, timetabling and staffing for trips, clubs and whole-school events, including road crossings to local venues, liaising with relevant staff and communicating any necessary cancellations.
- Support the organisation of school events, visitors and assessment materials, including submitting facilities, IT and catering requests and arranging pupil tours for visitors and prospective parents.
- Undertake other general administrative duties as required by the Junior School Senior Team.

### **Safeguarding and General School Responsibilities**

- Liaise with HR and the Compliance Manager, to ensure safeguarding requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks for all external cover staff.
- Stay up to date with safeguarding requirements and ensure information is shared appropriately.
- Comply with policies relating to child protection, health and safety, confidentiality and data protection.
- Attend and participate in meetings and wider school activities, actively supporting and promoting the ethos and values of Channing Junior School.
- Attend meetings and INSET training, CPD courses and whole school events, as directed by the Deputy Head (your mentor), the Deputy Head (Academic) and/or the Head of the Junior School.
- Engage in continuous professional development (CPD) training, and staff professional development processes.
- Complete full Paediatric First Aid training, Food Hygiene training and Administration of Medicines training.
- Support the supervision of pupils during break and lunch times.
- As required, communicate clearly and professionally with parents via email, on the phone and in person.
- Work collaboratively with colleagues to ensure a consistent and cohesive approach and support wider team responsibilities.
- Maintain accurate records.
- Carry out any other reasonable duties consistent with the role, as directed by the Deputy Head and Head of the Junior School.

### **Person Specification**

Our ideal candidate will have:

### **Experience and Knowledge**

- GCSE English and maths, minimum Grade C or equivalent.
- Experience in managing and communicating complex daily logistics, such as timetabling and cover allocations.
- Experience working with ICT, with particular strength in using Google Sheets or equivalent, for data management, analysis and reporting.
- Experience working within teams to collaborate and communicate effectively, ensuring a consistent and cohesive approach.

- Knowledge of safeguarding and child protection procedures. Training will be provided.
- Experience of working in an educational environment or with primary-aged children is desirable but not essential.

### **Skills and Abilities**

- Strong teamwork skills and the ability to build positive working relationships with colleagues.
- Excellent communication, organisational and administrative skills.
- Competence in managing and communicating complex daily logistics, such as timetabling, and cover allocations.
- High level of competence in ICT, with particular strength in using Google Sheets or an equivalent, for data management, analysis and reporting.
- Strong proficiency in Google Docs and wider Google tools, (although training will be provided) with the ability to efficiently create, edit, and collaborate on documents.
- Ability to communicate effectively in oral and written forms.
- Ability to meet deadlines and maintain a high level of attention to detail.
- Strong problem-solving skills to manage complex daily logistics, including timetabling and cover allocations, while dealing calmly with immediate, unforeseen staff absences and issues under pressure.
- Professional personal presentation and conduct.
- An excellent record of attendance and punctuality.
- A willingness to contribute to the wider life of the school.

### **Personal Attributes**

- Initiative and self-motivation.
- A proactive, flexible and positive approach to work.
- Commitment to upholding and modelling the Channing Characters (responsibility, empathy, bravery, resilience, respectfulness, perseverance, curiosity and independence).
- A high degree of adaptability and flexibility required to respond to sudden changes in requirements.
- A professional and discreet approach when handling sensitive information regarding staff absences and pupil support.
- Resilience and motivation to manage day-to-day challenges.

### **Working Hours**

- Monday - Friday, term time only plus INSET days before/after term dates
- Working hours 7.00am - 3.00pm. Due to the business needs the start time is not negotiable.

We are seeking candidates with strong experience in administrative management, particularly in coordinating complex daily logistics such as timetabling and staff cover. The successful applicant will be a dynamic, organised and enthusiastic individual who can make a significant administrative contribution to the smooth and efficient running of the Junior School, securing the best outcomes for all pupils at Channing Junior School.

The Cover Manager and Administrative Assistant will play an integral role in maintaining a high-quality pupil learning experience by overseeing the administration of daily cover when teachers and teaching assistants are absent and supporting wider general administrative demands.

As part of our Induction Programme, full training will be given on school procedures and protocols and safeguarding. This is a responsible and rewarding administrative role within an educational setting.

## **Applications**

Applications are to be made via **TES.com in the first instance**. A CV will not be accepted in place of the completed application form.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you are unable to submit your application via TES please email [recruitment@channing.co.uk](mailto:recruitment@channing.co.uk)

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months.



**Salary will be in the region of £28,329 - £31,599 per annum, depending on experience and qualifications.**

**Job type: Full Time, Permanent**

**Start date: September 2026**

**Deadline for applications: 9am, Tuesday 9 June 2026**

**Interviews: Friday 19 June 2026**

*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.*

*In line with our Safer Recruitment Policy, all shortlisted candidates will be subject to online searches including social media and third party Safehire.*

*Registered Charity No: 312766*