

MARCH 2020



CHURCHER'S COLLEGE

NURSERY • JUNIOR • SENIOR • SIXTH FORM

SPORTS & DEVELOPMENT ADMINISTRATOR

The School

Churcher's College is an Independent co-educational day school offering Nursery, Junior, Senior and Sixth Form education. With 927 pupils in the Senior School and 250 pupils in the Junior School (excluding the Nursery) of approximately equal numbers of boys and girls, Churcher's College enjoys recognition as one of the most accomplished independent, coeducational day schools in the country.

The school is hosted on two campus sites in Hampshire enabling the Junior School and Nursery pupils to flourish in their own beautiful grounds in Liphook, whilst maintaining close links to the Senior School and Sixth Form located in nearby Petersfield. Both sites offer on-site playing fields and unrivalled facilities, providing the comfort and opportunities of an open, healthy environment.

Churcher's College offers the widest range of experiences and the opportunity to be the best. The school has received independent acknowledgement for its academic success, creative arts, performing arts, adventurous activities and sporting achievements. Churcher's

is an inclusive school where parents, children, staff and friends all contribute to the rich and broad education provided. We aim to nurture children into educated, informed, socially responsible and respectful citizens ready to succeed in life.

Administrative Support

We are seeking a meticulously organised individual to provide administrative support to our very busy Sports Faculty and the Development and Alumni Relations Office.

Administration in the Sports Faculty

Duties will include, but are not limited to:

- Maintenance of the Senior School's sport fixture spreadsheet using Excel.
- Maintenance and management of the Senior School's sport fixtures portal (SOCS). This will include inputting data and managing the integration of SOCS with other school systems, such as iSAMS.
- Timely organisation of sports fixture catering and communication of specific requirements.
- Organisation of transport requirements whilst working within

budget.

- Booking external pitches and facilities.
- Ordering the faculty's curriculum equipment and first aid supplies.
- Communicating thorough details with duty staff prior to fixtures.
- Liaising with the medical team regarding first aid provision on fixture days.
- Timely communication with site team regarding facility and access requirements.

Administration in the Development & Alumni Relations Office

Duties will include, but are not limited to:

*Maintenance of the **database** including:*

- General updating of records.
- Data import from iSAMS.
- Building search queries for mailings/communications and events.
- Generating reports.
- Processing of gifts and donations.

*Maintenance of the School **Archive** including:*

- Looking after the physical storage of the archives.
- Cataloging records and artefacts.



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- Preparing records for digitalisation.
- Conducting research using County Services and liaising with Old Churcherians (OCs).
- Creating displays for school events including the upcoming 300th anniversary.

*Support with **Communications** including:*

- Support with mailings and fulfilment.
- Support and social media campaigns.

*Support with Office and School **Events** including:*

- Event attendance.
- Guest list management.
- Ticketing, name badges and front of house.

Both departments are busy and have differing seasonal and termly peaks in demand so some fluidity between departments is required.

Personal Qualities

- Punctual and hold excellent organisational skills.
- Strong verbal and written communicator.
- Approachable and have an adaptive working style.
- A reliable team player with the ability to work alone, using their own initiative.
- Ability to adjust your communication style when targetting different audiences.
- Have a passion for accuracy and a keen eye for detail.
- Well presented with a welcoming manner.
- A good sense of humour.

Skills and Experience

- Previous experience in a busy administrative role and the ability to meet deadlines.
- Strong knowledge of Microsoft

Office, including Word, Excel and Outlook.

- Experience with databases and web-based portals (training on specifics will be given).
- Ability to manage logistics and plan effectively.
- Experience with liaising and working collaboratively with all departments.
- Some knowledge of Archive Management would be useful but not essential.
- Previous experience working in a school would be advantageous.

Application Details

As a consequence of the Children Act 2006 and KCSIE 2019, all staff appointed to positions at Churcher's College must undergo a check with the Disclosure & Barring Service. A copy of the School's Recruitment, Selection and Disclosure Policy and Procedure is available on the website. Two written references will be required and any gaps in employment records will be investigated. It is also necessary for all staff to notify the Headmaster before the appointment of any convictions, or other factors which may be relevant to their employment in a school environment. Churcher's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Churcher's College aims to be a fair employer and is committed to equal opportunities.

Churcher's College does not discriminate against employees on the basis of gender, ethnic origin, religion or religious belief, disability or age.

Application forms with covering letter and CV (optional) should be sent to the Nicci Kilpatrick, HR, at Churcher's College, Petersfield, Hampshire GU31 4AS or by email to recruitment@churcherscollege.com

churcherscollege.com by 12 Noon on Monday 2 March 2020.

Early applications welcome, the school reserves the right to interview and appoint prior to the closing date.

Terms and conditions

We are seeking an individual to work at our Senior School for 27 hours per week (12 hours in the Sports Faculty and 15 hours in the Development and Alumni Office). Ideally the hours will be spread over five days each week and would apply throughout each school term plus an additional 2 weeks (minimum) during the school holidays. There could be flexibility in the exact allocation of daily hours and weeks per year.

Salary will be calculated according to experience, starting at £20,000 - £25,000 Full Time Equivalent.

The successful candidate is entitled to join the Local Government Pension Scheme.

The children of staff are eligible for a fee remission subject to satisfying the usual entry requirements.

The successful candidate will begin working at Churcher's in March 2020.