

Admissions Assistant

Part-time basis of 24 hours per week (over four days)

From September 2026



Information about the post 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. 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 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 us 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. We are currently developing a STEM building complete with DT facilities which is due for completion in Summer 2026.

The Position

This is an exciting opportunity for an organised and personable individual to join Channing's busy Admissions team on a part-time basis of 24 hours per week (over four days), Term Time plus 2 weeks. Working closely with the Registrar and Assistant Registrar, you will be the first point of contact for many prospective families and will play a central role in ensuring every enquiry is handled warmly, efficiently and in a manner that reflects the school's values and ethos. We are looking for someone who can start as soon as possible.

Job Description and Person Specification

- **Position:** Admissions Assistant
- **Purpose:** To support the Registrar in delivering a professional, welcoming and efficient admissions experience for prospective families, and to ensure accurate compliance and record-keeping across all stages of the admissions and leavers process.
- **Line management:** Reports to the Registrar

Main responsibilities

Enquiries and family experience

- Handle day-to-day initial enquiries by email and telephone, including questions about open day bookings, vacancy availability and the application process.
- Provide detailed and tailored information about the school to prospective families, ensuring every interaction reflects Channing's ethos and values. Implicit in this is grow their knowledge of Channing and being able to articulate its unique offering to prospective parents.
- Conduct individual tours of the school for prospective families.

Open days and events

- Organise the logistical aspects of open days, including catering, facilities and IT requests.
- Support open day events on the day wherever possible.

Feeder school relationships

- Manage and maintain mailing lists for feeder nurseries and primary schools.
- Co-ordinate mail-outs for announcements and open day digital flyers.
- Update the mailing list when there is a change of Headteacher at a feeder school; ensure the Head's PA is informed and that any visit to Channing is arranged as required.
- Arrange tour guides for Headteacher visits to Channing, co-ordinating timings with the Head's PA.

New joiner administration

- Ensure new joiner records in SchoolBase are accurate; upload passports and relevant documents (SEN, Medical) to each new joiner record (approximately 200 per year).
- Send child protection information requests for new joiners (approximately 200 per year, predominantly in September with a small number throughout the year). Keep detailed records of responses for the Designated Safeguarding Lead at both the Junior and Senior Schools.
- Prepare SEN handover documentation to the SENCO for new joiners.
- Ensure a valid, up-to-date passport is held in SchoolBase for all enrolled pupils holding an international (non-UK) passport.
- Work with the Bursar's Assistant to ensure that valid visas and residence permits for all non-UK pupils are in compliance with UK Border regulations.

Leavers

- Ensure a destination school is recorded for every leaver (approximately 100 per year) in compliance with school and regulatory requirements.
- Ensure pupil joiners and leavers at non-standard transition points are reported to the appropriate local authority and followed up as required.

Chance vacancy admissions

- Process senior school chance vacancy applications end-to-end.
- Support chance vacancy assessments, including: issuing invitations to families, managing responses, booking assessment rooms and catering, requesting references, printing examination papers and invigilating where required.
- Co-ordinate interviews within the Headmistress's and Head of Year diaries; print applicant files for the Headmistress.
- Manage the induction of chance vacancy joiners, including arranging taster days.

Knowledge and Experience

Previous experience of working in a school	Desirable
Competent user of office software (the school uses Google Suite for Education)	Essential
Understanding of the importance of promoting and safeguarding the welfare of children and young people	Essential
Experience of working in a busy and sometimes pressured administrative environment	Essential
Proven ability to work to strict deadlines	Essential

Qualifications

Educated to A-Level or equivalent	Essential
Education to degree level or equivalent	Desirable

Skills

Excellent organisational and administrative skills	Essential
Good interpersonal skills	Essential
Ability to communicate effectively with parents, students, colleagues and external personnel both verbally and in writing	Essential
The confidence and ability to work independently	Essential
Willingness to learn how to use new software and IT systems (Channing is a Google and Apple school)	Essential
Ability to remain calm, patient and polite	Essential

Attributes and approach

Excellent attention to detail, ability to manage multiple projects and work methodically.	Essential
A professional and approachable manner, with good spoken English	Essential
A flexible, 'can-do' approach	Essential
A good sense of humour and positive outlook	Essential
Self-motivated with the ability to take the initiative	Essential

Salary & Benefits

- Competitive salary £ 33,500 pa FTE (which will be pro-rata), dependent on qualifications and experience
- 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 is provided every day in the Staff Coffee Room
- Use of School sports facilities when available
- Annual Flu Vaccination
- Employee Assistance Programme provided by Education Support
- Training and development opportunities available

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 contact the HR department at 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.

Deadline for applications: 10am Thursday 18 June 2026

Interviews:

Round One Interview: Thursday 25 June 2026

Round Two Interview: week commencing 29 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