



**CHURCHER'S
COLLEGE**



School Administrator

May 2025

The School

Churcher's College is an Independent coeducational day school offering Nursery, Junior, Senior and Sixth Form education. With 1060 pupils in the Senior School and 250 pupils in the Junior School 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.

The Team

You will be a member of our diverse Support Staff who play a vital role in the running of the School. You will be joining our friendly Admin Department, which forms the heart of the Support Staff covering Reception, Front Office, Operations, Admissions and Finance. Whilst the

role is based at the Senior School in Petersfield, some aspects of the role may also cover our Junior School based nearby in Liphook.

The Role

The School Administrator is a critical role taking responsibility for the transport and sports operations of the School. It is key in ensuring the safe, efficient and reliable transportation of pupils to and from school, as well as to various extracurricular events, including sports activities. The role involves managing complex transport requirements and collaborating with various stakeholders to support the school's ambitious curriculum program. This role assists staff, parents and pupils on a daily basis and therefore the successful applicant will already possess excellent communication skills and telephone manner and have strong administrative and IT skills.

Key responsibilities include:

Transport Operations

- Planning and coordinating the daily transport operation for pupils, including the bus routes to/from school and extracurricular activities, making use of the School's minibuses where possible and then arranging the hiring of external vehicles as needed.
- Collaborate effectively with the school's administration, sports department, and external transport providers to facilitate smooth transfers for school events/matches/trips.
- Build and maintain relationships with external transport providers to ensure the School transport needs are met.
- Planning and running the transport schedules to accommodate complex routes and differing requirements.

- Ensure compliance with all relevant health and safety regulations, safeguarding protocols, and transportation policies, including the administration of staff minibuses training.
- Maintain details regarding insurance and driver details (DBS, licences etc) for external providers for home-to-school, sports events, trips and minibuses hire.
- Liaise with the Lettings administration regarding bus lettings and outreach programmes.
- Serve as a point of contact for parents, staff, and pupils regarding transport-related enquiries and concerns.
- Maintain spreadsheets regarding pupil use of school buses so they can accommodate route and stop changes, parent communications and billing information.

Sports Operations

- In addition to the coordination and management of sport transport, ensure any required sports facilities (pitches/floodlights/toilets) are booked for matches/clubs/events.
- Manage the SOCS system, ensuring match lists are uploaded timely, linked with the school database and other information is confirmed.
- Liaise with Catering department regarding numbers for match teas including any dietary requirements.
- Ensure fixture staffing is in place and adequate.

School Calendar

- Working with the Deputy Head to ensure all clubs are on Evolve and pupil lists are up to date to enable staff to manage the registration process for their club.
- Attend termly calendar meetings and work



with the Deputy Head to create and then print the termly calendars, including sports fixtures, and other misc pages.

- Be responsible for ensuring calendars are correctly shown on the school website.

Ad hoc

- Occasional cover on reception as required (absence, holidays etc).
- Support for special events such as Open Day, Speech Day and Lower School prize giving
- Undertake HR and Finance admin tasks on an adhoc/project basis when required.
- Perform occasional ad-hoc duties to support the school at the request of the Headmaster or Bursar.

Qualities and Experience

- The applicant must have the ability to communicate appropriately with parents, pupils, staff and external companies via the telephone, email and in person.
- The applicant must have strong organisational skills, an adaptable and approachable working style, show significant attention to detail, have the ability to work independently and to prioritise their work-load in a busy environment.
- The applicant will be thoroughly organised and have an adaptable and approachable working style, with the ability to remain calm and professional when under pressure.
- The applicant must be a team player with excellent timekeeping, punctuality and have a good sense of humour.
- The applicant must be able to work with confidential data and with regard for data protection.
- The applicant must be computer literate and proficient in Microsoft Office. Previous use of a school database and SOCS is preferred but not essential as training will be provided.
- Previous experience of operational / transport coordination is preferred but again not essential
- Flexibility to provide occasional out-of-hours and weekend support

Application Details

As a consequence of the Children Act 2006 and KCSIE 2024, 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.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Churcher's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

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. We embrace inclusion and fairness in the workplace: diversity is to be celebrated and as such we strive towards a fully immersive culture of inclusion, diversity and equality.

Application forms with covering letter and CV (optional) should be sent to Nicci Kilpatrick, at Churcher's College, Petersfield, Hampshire GU31 4AS or by email to recruitment@churcherscollege.com by midday on Wednesday 28 May 2025.

Early Applications Welcome

Terms and conditions

This role is full time (37.5 hrs per week) during the term time plus some holiday hours will also be required (TBA).

Salary will be based on experience and capability (c£28-£33.5k FTE).

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

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

The successful candidate will begin working at Churcher's Summer 2025.