



THE KING'S SCHOOL  
CHESTER

Finance & Operations  
Co-ordinator, and PA to Clerk  
to Governors  
(Full Time – All Year Round)



Willow  
Lodge

Discovering the *world*



KING'S  
JUNIORS

Igniting *curiosity*



KING'S  
SENIORS

Seizing *opportunity*



KING'S  
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

## About us

King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1170 pupils, considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: [www.kingschester.co.uk](http://www.kingschester.co.uk)

### THE ROLE AND OPPORTUNITY

Are you an organised, friendly and proactive administrator who enjoys being at the heart of a busy team? We are delighted to welcome applications for the role of **Finance & Operations Co-ordinator, and PA to Clerk to Governor**. This role offers a unique opportunity to be closely involved in school life, supporting Governors, Finance, Estates and wider operational teams and working closely with the Bursar who is also Clerk to Governors. This role is ideally suited for a confident, detail-driven professional who thrives in a busy environment and enjoys working with a wide range of stakeholders.

#### MAIN RESPONSIBILITIES:

##### Assistant Clerk of Governors

- Schedule and publish annual meeting calendars.
- Manage Governor induction, compliance checks, mandatory training and records.
- Maintain Companies House/Charity Commission filings.
- Organise meeting logistics, travel, rooms, refreshments and Teams/Zoom links.
- Prepare meeting folders, circulate papers, attend meetings and take minutes.
- Support Governor panels (grievance, disciplinary, complaints).
- Book training and maintain training records.
- Liaise on policy approvals and act as main contact for Governor-related matters.





### Support to the Director of Finance & Operations

- Manage Bursar's diary, correspondence, travel and meeting arrangements.
- Draft letters, documents and communications.
- Act as first point of contact for enquiries.
- Coordinate with Estates, Finance, ICT, Development, Admissions and HR.
- Collate Subject Access Request documents.
- Handle insurance queries and claims.
- Provide secretarial support
- Minute Health & Safety Working Group meetings.
- Support with bursary applications, Masterplan projects and general Finance Office operations.

### Support to the Head of Estates

- Manage Estates diary and provide administrative support.
- Process purchase orders and online orders.
- Organise Supervisors' meetings and assist in maintaining Estates records.
- Support training arrangements, rotas, vacancies and H&S documentation.
- Oversee minibus driver CPC compliance, timesheets and order uniforms.
- Assist with the administration of the masterplan and refurbishment projects.



### Support to the Financial Controller

- Process AUDDIS and Direct Debit files.
- Produce and process sales invoices.
- Cover Finance Assistant duties, as and when required.
- Manage safe key and support general Finance Team tasks.

### Support to the Director of ICT and Venue Manager

- To provide administrative support, as and when required.

### Other responsibilities

- Support the Deputy Heads' PA with INSET scheduling.
- Coordinate KSPA/KSRCPA events and liaise with Sodexo and staff.
- Manage minibus permits, rowing boat licences and school licences.
- Handle film returns and maintain Incident Management Boxes.
- Support with recruitment, induction and onboarding



## Person specification

### Skills and Qualifications

- GCSE English and Maths (or equivalent)
- Strong IT literacy (word, excel, teams etc.)
- Excellent organisational skills and ability to prioritise workload
- Accurate minute taking
- Diary and meeting management, filing and document management
- Ability to meet deadlines
- Strong written and verbal communication
- Professional and courteous manner
- Ability to communicate with staff, governors, parents and external contacts
- Ability to draft routine correspondence

### About You

We're looking for someone who:

- A natural relationship-builder who works positively with colleagues across the school
- Highly organised, adaptable and able to stay calm in a fast-paced environment
- Confident in managing multiple priorities and communicating clearly with a wide range of people

### Requirements

- Previous experience in an administrative, co-ordinator or PA role (*Essential*)
- Previous experience in a school setting (*Desirable*)
- Computer literate, including office 365 (*Essential*) and Sharepoint (*Desirable*)
- Ability to multitask and prioritise workload





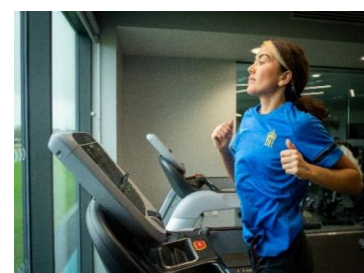
## Salary and Benefits



This role will start in July 2026 and there will be a period of handover.

You will work **37 hours** per week **Monday to Friday** within the core hours between **8.00am and 6pm**.  
Exact hours / work pattern can be discussed at interview. This role is working all year round.

- A full time equivalent salary of **£31,126** per annum
- Free staff lunch on the days you work, during term time
- Scottish Widows Group Personal Pension Plan
  - Personalised industry expert pension advice
  - 3 x death in service Benefit
- Fee remission, where applicable
- Discounted wraparound care
- Free use of the school gym and swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme
- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking





## Application Process

Candidates for this post should apply via the TES website by **9am Tuesday 19<sup>th</sup> May 2026** or send completed application forms to [recruitment@kingschester.co.uk](mailto:recruitment@kingschester.co.uk)

A curriculum vitae will **not** be accepted in place of the completed application form.

### Interviews will be held w/c 25<sup>th</sup> May

Shirley Davis (current role holder), is available to discuss the role informally with prospective candidates and can be contacted via [SAD@kingschester.co.uk](mailto:SAD@kingschester.co.uk) or 01244 689 559

Please note we expect a high volume of applications for this role and reserve the right to close the application process early so your early application is encouraged.



*The role is deemed to be in regulated activity with a moderate level of contact with children on a day to day basis*

*We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.*

*IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.*

*Our Child Protection and Safeguarding policy can be found on our School Website.*

### RECRUITMENT GUIDANCE NOTES



## TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

### EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which must be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.  
In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions. **It is a criminal offence for a person to apply to work with children if they are barred from doing so.**
- **Overseas check:** If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.
- **Online Searches:** An online search for all candidates shortlisted for interview will be conducted.