



Classics for All

Operations Intern Recruitment pack

Closing date: 12 noon, Monday 28 September 2026

Salary: £28,860 (pro-rated)

Hours: 0.8 FTE – 30 hours per week

Contract: Fixed term until 30 September 2027

Location: Office (London)/hybrid

Contents

Welcome	Page 3
About Classics for All	Page 4
The role	Page 7
Role description	Page 8
Staff benefits	Page 10
How to apply	Page 11



Welcome

Thank you for your interest in this role at Classics for All.

We are a small and ambitious charity with a big vision: to give every young person in the UK – regardless of background or postcode – the opportunity to explore the ancient world through language, culture and history. We believe that classical subjects can unlock curiosity, confidence and critical thinking, and we work in partnership with schools, teachers and communities to make that vision a reality.

Our team is passionate, collaborative and deeply committed to educational equity. We are proud of the impact we've made so far – supporting more than 1,300 schools and training thousands of teachers – but we know there is much more to do. That's why we're excited to welcome new colleagues who share our values and want to help us grow our reach and deepen our impact.

Whether you're a classicist, an educator, a fundraiser, or someone with transferable skills and a belief in our mission, we hope you'll consider applying. We're committed to inclusive recruitment and welcome applications from people of all backgrounds and experiences.

We look forward to hearing from you.

Warm wishes,

Jo Hobbs MBE
Chief Executive



About Classics for All

We believe that delving into the ancient world through ancient history, classical civilisation, Latin and Classical Greek is not only enjoyable but also profoundly beneficial for all pupils. It enhances their cultural awareness, sharpens their language and analytical skills, and boosts their aspirations and achievements.

“

Latin is important and it has helped me a lot especially with my grammar and spelling. I enjoy Latin (even when it is confusing) because it is a fun challenge. Latin is one of my favourite subjects because when you understand it, everything clicks into place.

Year 10 student with English as an Additional Language

Acland Burghley School, London”

We are currently developing a new strategy to guide us through the next few years, meaning that you are joining us at a great moment to help lay the foundations for our future impact.

Draft vision

A future where every young person can unlock the wisdom, wonder and imagination of the ancient world – regardless of background or circumstance.

Draft mission

We believe that discovering the ancient world can transform lives. That's why we work to:

- Ignite curiosity and a lifelong love of learning through the stories, ideas and cultures of the ancient world.
- Raise aspirations and broaden horizons by connecting students with the richness of the past.
- Build cultural capital, giving every child access to the knowledge and confidence to thrive.
- Empower state schools and teachers to bring Classics to life in every classroom.
- Champion the value of Classics as a vital part of a broad, rich and inclusive education.



Draft strategy headlines



Deepen impact

We will redefine and strengthen our offer for schools and young people, ensuring it is responsive, relevant and transformative. We will measure and amplify the impact of Classics on students' aspirations, cultural capital and love of learning, supported by robust systems that ensure long-term sustainability.



Expand access

We will champion inclusive, engaging Classics that reflects the diversity of today's classrooms – removing barriers to participation and helping every child to see the relevance of the ancient world to their own lives.



Elevate profile

We will raise the visibility and voice of Classics for All, challenging outdated perceptions and making a compelling case for Classics as a subject that belongs to everyone, everywhere.

“Classics for All was absolutely key in helping our college increase our classical language provision. Since 2017, every single student at Reigate College has been given the opportunity to study Latin and Ancient Greek, regardless of the subjects they study, their academic ability or financial situation. At open evenings, parents often comment on how unique this is and how they wished they had been given the same opportunity.

Teacher, Reigate College”

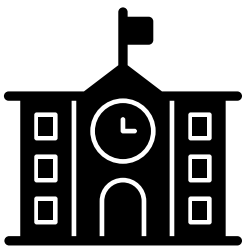
Classics for All does not replace statutory funding, nor offer long-term subsidies to schools. We offer training and support so that children and young people, parents, schools and policy makers recognise the benefits of learning about the ancient world and make Classics part of the mainstream school curriculum.



What we do

Classics for All is a national charity offering training, support and resources to state schools across the UK to enable them to introduce or sustain Classics.

In 2025 we:



Supported 279 schools with 697 training sessions



Delivered five online CPD sessions reaching teachers in 65 schools



Taught Ancient Greek to 67 pupils through our Greek academies



[2025 Impact awards](#)



[Newsletter](#)



[Background reading](#)



Operations Intern

Why this role matters

The Operations Intern will play an important role in helping Classics for All run smoothly and effectively. Working across governance, finance, systems, events and organisational administration, you will gain first-hand experience of how a national education charity operates behind the scenes.

No two days are quite the same. One day you might be supporting preparations for a trustee meeting, helping maintain our Salesforce database or coordinating event logistics. Another day you might be processing invoices, improving administrative procedures or helping colleagues deliver projects that support schools and teachers across the country. You will enjoy being organised, solving problems and helping others, while developing a broad understanding of charity operations.

Through supporting the systems, processes and people that keep Classics for All running effectively, you will help ensure that more children and young people can access Classics in their state schools. The work may often happen behind the scenes, but it has a direct impact on the charity's ability to deliver its mission.

The role offers a unique opportunity to gain experience across multiple aspects of charity management, including governance, finance, operations, data management and organisational development. It is designed as a developmental role and is ideal for someone interested in building a career in the charity, education or cultural sectors.

You will be part of a small and collaborative staff team led by the Chief Executive. Working closely with colleagues across programme delivery, fundraising, communications and operations, you will gain insight into the opportunities and challenges of running a growing national charity while making a meaningful contribution from day one.

Diversity and inclusion

As a social mobility charity, being inclusive is a fundamental value of Classics for All. We welcome applications from all eligible people and are particularly keen to receive applications from those who are from communities that are less represented within the Classics community, such as those from minoritised ethnic backgrounds and those with disabilities. It does not matter if Classics was offered at your own school. You do not need to be a classicist to join our team – there are no Latin tests!



Role description

Position Title	Operations Intern
Location	King's College London/hybrid
Working hours	0.8 FTE (30 hours per week)
Reporting to	Chief Executive
Responsible for:	No direct reports – may support volunteers and/or interns
Key internal stakeholders	All staff, Trustees
Key external stakeholders	Suppliers

Overall purpose

The Operations Intern will support the smooth and effective running of Classics for All by providing administrative and operational support across governance, finance, systems, events and organisational processes. The role is designed as an entry-level opportunity for an individual seeking experience in charity operations and management. Working closely with colleagues across the charity, the postholder will gain experience of a wide range of functions that support the delivery of a national education charity. The role will contribute to the development and continuous improvement of operational systems and processes, helping ensure that colleagues, trustees and stakeholders receive high-quality support.

Governance and Organisational Administration

- Support the administration of trustee and committee meetings.
- Prepare meeting packs and supporting documentation.
- Coordinate meeting logistics, invitations and follow-up actions.
- Maintain governance records and document repositories.
- Support the maintenance of organisational policies and procedures.
- Assist with the administration of annual reporting and compliance processes.
- Ensure organisational records are maintained accurately and securely.

Finance Administration

- Support the processing of invoices, expenses and purchase orders.
- Assist with maintaining financial records and supporting documentation.
- Support income and expenditure reconciliation processes.
- Prepare information and documentation required by the Finance Manager and auditors.
- Maintain accurate filing and recordkeeping systems.
- Support colleagues with routine finance administration processes.

Systems and Data Management

- Maintain accurate records across organisational systems, including Salesforce.
- Support data cleansing and quality assurance exercises.
- Assist colleagues with data entry and reporting requirements.
- Support the development and documentation of operational processes.
- Monitor shared inboxes and ensure enquiries are routed appropriately.
- Contribute to the effective management of organisational information and records.

Office and Operational Support

- Assist with the day-to-day administration of the charity.
- Coordinate relationships with suppliers and service providers as required.
- Support IT administration and liaise with external support providers.
- Assist with procurement and ordering of goods and services.
- Maintain organisational templates, forms and administrative resources.
- Support colleagues with operational tasks and projects as required.

Events Support

- Support the planning and delivery of internal and external events.
- Assist with event administration, bookings, registrations and logistics.
- Coordinate event materials and supporting documentation.
- Support the collection of event feedback and evaluation data.
- Provide administrative support at events where required.

Other

- To be an active ambassador for Classics for All and its mission.
- To work collaboratively with colleagues, trustees, partners and volunteers.
- To support the delivery of major organisational events and activities as required.
- To undertake any other duties that may reasonably be required to fulfil the responsibilities of the role.

Additional information

- This role is intended to provide broad experience of charity operations, governance and programme support.
- The postholder will receive structured support, guidance and development opportunities throughout the internship.
- Occasional travel within the UK may be required.
- Evening work may occasionally be required, for which Time Off In Lieu (TOIL) can be taken.



Person specification

Experience	Skills	Values
Experience of organising and prioritising tasks effectively.	Excellent organisational skills with strong attention to detail.	Curiosity, willingness to learn and commitment to personal development.
Experience of using Microsoft 365 applications, including Outlook, Word and Excel.	Strong written and verbal communication skills.	Positive, proactive and collaborative approach to work.
Experience of working collaboratively with others to achieve shared goals.	Ability to learn quickly, manage competing priorities and use initiative to solve problems.	Supportive of the vision, mission and values of Classics for All

Staff benefits

Salary

At Classics for All, we are committed to transparency and fairness in our pay practices. All new hires are placed at the starting point of the relevant salary band for their role. This ensures consistency across the organisation and reflects our responsibility to manage charitable funds carefully. We offer pay progression, which is reviewed annually and based on both individual performance and the financial sustainability of the charity. While we strive to reward growth and contribution, any increases are subject to affordability and the wider context of our funding and priorities.

As an Intern this post is offered at £28,860 on a full-time basis; this role is pro-rated to 0.8 FTE (30 hours per week) and the salary is therefore £23,088.

Annual leave

Classics for All offers a standard annual leave entitlement of 23 days per year, pro-rated for part-time staff and those joining partway through the leave year. In addition to this, staff receive all England Bank Holidays and benefit from a period of business closure between the Christmas and New Year Bank Holidays. This time off is provided in recognition of the importance of rest and wellbeing, and we aim to support a healthy work-life balance across the organisation.



Staff benefits

Employee support

We are committed to supporting the wellbeing of our team. All staff have access to our Employee Assistance Programme (EAP) provided by Health Assured. This includes a 24/7 confidential helpline offering emotional support, counselling and practical advice on a wide range of issues, from mental health and relationships to legal and financial matters. The EAP also includes access to a library of online resources and self-guided wellbeing programmes designed to support both work and life outside of work.

Flexible working

At Classics for All, we offer flexible working patterns to support a healthy work-life balance. This includes flexibility around working hours and the option to work remotely for part of the week. Our current expectation is that all full-time staff work from our office in central London three days a week (Tuesday to Thursday) to support collaboration and team culture. Some roles may require more frequent office presence depending on operational needs, and this will be discussed and agreed with the hiring manager during onboarding.

“ I have loved having the opportunity to study Classics as someone from a working-class background. It has felt like crossing an academic border that would have otherwise been unattainable, and now I am the first in my family to go to university. I will be studying Classics there, and without Classics being available at this school I wouldn't have discovered my passion and had that opportunity otherwise. ”

Y13 student, Christopher Whitehead Language College



How to apply

The closing date for applications is 12 noon on Monday 28 September 2026. Please apply via [this link](#). The questions you will need to answer are listed below for ease of preparation. You will also be asked some diversity monitoring information. Please be assured that this information will not be used as part of the screening process.

If you have any questions, please send these to info@classicsforall.org.uk with the subject line of 'Operations Intern.'

Unfortunately, we are unable to give feedback to applicants not shortlisted for interview. We actively try to provide feedback to candidates interviewed.

By submitting an application, you are giving permission for your personal information to be stored and processed for the purpose of arriving at selection decisions, for it to be used as a basis for a personal record if you are successful, and for sensitive data to be anonymised and used for the purpose of diversity monitoring.

We are planning to hold interviews on Thursday 8 October 2026 in person at our offices in London (WC2R 2LS)

Questions

Each question has a maximum character allowance of 5,000 characters. We are interested in your personal reflections and experiences. Please use specific examples wherever possible. There are no right answers, and we are more interested in understanding your thinking, motivation and approach than polished or technical responses.

1. This role is intended as a developmental opportunity. What attracted you to apply for this role, and what would you hope to learn, experience or achieve during the 12-month contract? Please include examples from your studies, employment, volunteering or personal interests that have influenced your career thinking so far.
2. Tell us about a time when you needed to manage several different tasks, deadlines or responsibilities at once. This could be from work, education, volunteering, caring responsibilities, student activities or another aspect of your life.
3. Describe a situation where you noticed that a process, piece of information or way of working could be improved. What did you do, what was the outcome, and what did the experience teach you about working with other people? The example can come from work, study, volunteering, a society or club, or another area of your life.