

Commitment to Safeguarding

As Badminton School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. The cost of application will be met by the School.

Badminton School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and are required to adhere to the School's Safeguarding Policy and related procedures. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead or other appropriate person as set out in the Policy.

All posts in the School are offered subject to the receipt by the School of satisfactory references, verification of qualifications cited by candidate and proof of a right to work. As these checks can take some time to complete, candidates are advised to disclose any possible impediment to appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded. All appointments in the School are offered subject to the completion of a satisfactory probation period.

The School

Badminton is a leading independent school for girls. Founded in 1858, the school occupies an attractive 15 acre campus in the north-west of Bristol and admits girls from age 3 - 18. There are approximately 330 girls in the Senior School, which can accommodate up to 200 boarders. In the Junior School there are 130 girls, the majority of whom are day pupils.

As a Boarding School, Badminton operates a busy campus seven days a week and all support services and departments therefore work on all seven days to provide a full support service to pupils and staff. Campus facilities are extensive, enhanced hugely by the completion in 2018 of our new state of the art Sports Centre. During the School holidays, the campus is used for a wide range of educational and commercial activities and this results in an all year round operation.

The School's Vision and Values:

"Badminton provides the best preparation for girls living and working in a global society"

Values:

- To provide an education which nurtures intellectual curiosity and which is challenging and fun, balancing academic excellence with fulfilment of individual potential in the Arts, Sport and extra-curricular activities.
- To provide pastoral care which teaches respect and tolerance for the whole community and requires each girl to take responsibility for herself and others.
- To create opportunities for every girl to make a contribution to the well-being of the School and demonstrate genuine mutual support.
- The international mind-set of the School aims to create an awareness of the needs and concerns of society at local, national and global levels.
- Badmintonians leave the School as curious, confident and courteous individuals who will thrive in a competitive, global society.
- Badminton respects the past and looks to the future, ensuring good stewardship of the Badminton name, the campus and the School's world-class reputation.

The Role

The Head's Secretary is responsible for day-to-day support of the Head, coordination of events planning, and also the administration within the Development Office.

The post-holder will play a vital role within the Head's team, efficiently undertaking administrative tasks in a busy office environment.

This is a busy role, where the post-holder will have to think on their feet and use their initiative. This role, also supporting the Development Manager and Executive Assistant to the Head, is varied, fast-moving and demanding. The post-holder will have to be willing to 'muck in' and help out when needed. This opportunity requires a proactive and highly organised and committed individual.

The Head's Secretary will:

- Follow the direction of the Development Manager and Executive Assistant to the Head to ensure the smooth running of the Head's office, the Head's diary and communication within School and beyond;
- Appreciate the high standard of attention to detail required in planning events and their execution;

Accountability:

The Head's Secretary is line managed by the Development Manager and Executive Assistant to the Head and will also work closely with the Alumnae and External Relations Officer.

All Support Staff are responsible to Deputy Head (Academic) on academic matters, to the Deputy Head (Pastoral) on pastoral matters, welfare and safeguarding, and to the DFO on matters of discipline and ultimately to the Head.

Key Responsibilities for the Head's Secretary include:

- To assist the Development Manager and Executive Assistant to the Head with organisational tasks both long and short term;
- To attend confidentially to matters of a sensitive and personal nature, involving staff, students and the wider community.
- Developing good relationships with parents, Governors, students, academic and support staff and visitors;
- Providing additional support to the Senior Leadership Team as and when required and any additional administration duties;
- As directed by the Development Manager and Executive Assistant to the Head:
 - Organising and maintaining the Head's diary;
 - Being responsible for all the Head's correspondence, including that of a confidential nature, information gathering; documentation; reports and summary reports for Governors and any key projects;
 - Dealing with enquiries of a confidential or sensitive nature and referring them to appropriate staff for follow-up;
 - Being responsible for the Head's incoming and outgoing mail, and managing, actioning or flagging up urgent messages promptly and efficiently;
 - Maintaining and organising secure filing systems to ensure confidentiality;
 - Monitoring the progress of high-priority tasks to ensure that deadlines are met and ensuring no task gets neglected;
 - Attending meetings as and when required and taking minutes where needed (taking responsibility for all School Staff Meeting and SMT agendas and published minutes).
 - Oversee all invitations/replies to events, internal and external, and collate/chase responses.

Events and Development:

- To assist with development administration including:
 - Gathering data for the Development Office and relevant members;
 - Regularly supporting the updating and maintenance of the School's alumnae database (currently Toucan Tech), setting up events/ticketing on Toucan Tech, uploading pictures and news on Toucan Tech (and other social media sites as directed);
 - Communicating effectively with all stakeholders involved in development;
- To plan, book and coordinate events as directed by the Development Manager and Executive Assistant to the Head, working closely with the Operations Manager;
- To work closely with the Alumnae and External Relations Officer in all matters relating to development and alumnae;
- To play a "front of house" role at development events;
- To assist with Alumnae events as required;
- To maintain suitable confidentiality at all times.

This is not an exhaustive list of tasks. The Head may require other reasonable tasks and duties to be undertaken.

Further details of the responsibilities and duties of staff may be found in the Staff Handbook. This job description is subject to regular discussion and review.

Education and qualifications

This is an exciting opportunity for an experienced administrator or someone with the right skill set, to work in a school with a friendly and supportive ethos. Applicants must have appropriate computer skills (office, as well as database and a good awareness of social media) and be proficient in all areas.

Previous school experience is not a requirement. Most importantly, you will be efficient, eager to learn, have common sense and be willing to get involved in all aspects of school/staff life and help wherever necessary.

Ideal candidates will have proven experience in administration, be exceptionally organised and have the ability to multi task. You will be able to work well and use your own initiative, and to stay calm in a pressurised environment. The ability to be a starter finisher in all aspects and to ensure that matters, positive and negative, are communicated to ensure deadlines met and no ball is dropped are vital.

We are looking for an individual who has a professional attitude, with good interpersonal skills and the ability to use tact and diplomacy.

Knowledge and understanding

The right candidate will be able to pick things up quickly, able to meet tight deadlines and be able to deal with a variety of people, i.e. staff, students, parents etc. You must be articulate, well-presented and able to handle a challenging yet fun role!

Personal qualities

Applicants will be personable, of smart appearance and have good social skills; organised, punctual and efficient in organising workload and managing time effectively and work well in a team and be responsive to advice and guidance.

You will be the first point of contact for many important visitors and will be dealing with a number of confidential issues, so the ability to be resilient and tactful in difficult situations is essential.

You will be bright, personable, hard-working and well-presented, with the utmost integrity. All applicants are expected to share the School's vision of the benefits that single sex education provides.

We are looking for someone who can hit the ground running and provide full support to a very busy Headmistress. You will be able to exercise absolute discretion and maintain a high level of confidentiality both within and beyond the School.

Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **9.00am on Monday 10 December 2018. Interviews will be held on Wednesday 12 December 2018.**

All sections must be completed, including the names and addresses of two referees, one of whom should be your current employer (if applicable) and a full education and employment history.

All applicants will be asked the reason for leaving previous roles if this is not explained on the application form. Applicants will be asked to confirm that they have not been disqualified from working with children. Any gaps in employment will be explored at interview.

Please submit your application by email or on single-sided sheets of **A4** paper held together with a single paper clip (no staples) since multiple copies will be made. **We do not accept/review curriculum vitae so please do not enclose this.**

It is School policy that we write for employment references during the selection procedure and we may approach any previous employers for information to verify particular experience or qualifications, before interview.

We would be grateful if you could complete the monitoring form and return this along with your application. Please address your envelope **for the attention of the Human Resources Department** or email it to: HR@badminton-school.co.uk

Please note that if you are unsuccessful at the interview stage we will not provide feedback on your performance.

The School underwent an ISI Regulatory Compliance Inspection in April 2018; the full report is available via a link from our website www.badminton-school.co.uk or from the ISI website www.isi.net. We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Thank you once again for your interest and we look forward to receiving your application.

Salary and Hours

Badminton operates its own pay scale. Staff joining Badminton School are assimilated on to the Badminton Scale at a point appropriate to their qualifications and experience and the post to which they are appointed. The School offers membership of a contributory pension scheme and has a contractual sick pay scheme.

This will be a 40 week per year contract, predominantly working during term times, working 40 hours per week. Hours will normally be 8.00am – 5.00pm Monday to Friday, with an hour (unpaid) for lunch. A flexible approach will be required as there will be a requirement to work occasional evenings or weekends from time to time, for which equivalent time off in lieu will be given.

Actual salary will be in the range £18,155 - £20,749 per annum (Full time salary in the range £21,000 - £24,000 per annum), subject to relevant skills and experience.

The post-holder is entitled to 25 days paid holiday pro rata per annum in addition to statutory holidays; the holiday year runs from 1 January to 31 December. Bank holidays falling in term time (e.g. May Day) are normal working days (a day off in lieu is given).

Notice period (following a probationary period of 6 months): 8 weeks.

Other benefits

- Free lunch is currently available in the School Dining Room;
- Free onsite parking;
- Fee remission scheme for staff whose children attend the School;
- There is limited but free access to the School's swimming pool and fitness suite;
- Pension: The School operates a Royal London Group Personal Pension Plan. Salaried members of staff may choose to join this scheme, which is a contributory scheme to which the School will contribute 10% of your salary if you contribute 5% of your salary. Staff who do not wish to join the scheme at these contribution rates will be auto-enrolled (if eligible) in line with Government legislation (in which case the contribution rates will be 4% and 2% respectively).

Offer of the Post

The offer of a post will be made subject to satisfactory written references, health declaration and enhanced DBS check.

Further information about Badminton School can be found on the school website: www.badminton-school.co.uk

Thank you once again for your interest and we look forward to receiving your application.

29 November 2018