

BADMINTON SCHOOL

Appointment Executive Assistant to the Bursary Team



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 accommodates up to 200 boarders. In the Junior School there are 130 girls, the majority of whom are day pupils.

The School's Vision and Values:

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

Aims:

- 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 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 appointment of Executive Assistant for the Bursary Team (EA) is a critical post within the School's administrative structure. It is a busy and demanding post that requires a proactive and highly efficient person who is willing to cross boundaries. It is essential that the successful candidate is able to understand the importance of complete discretion in all aspects of the role and needs to be proactive and highly organised.

Accountability:

You are responsible to the Director of Finance and Operations (DFO) on daily matters, and ultimately to the Head on all other matters, such as welfare and discipline.

JOB DESCRIPTION

Appointment of Executive Assistant to the Bursary Team



Main Purpose

- Provide high level secretarial, clerical and administrative support to the Bursary Team.
- To establish and maintain effective communications between the DFO's Office and all other stakeholders including the Headmistress's office, academic and support staff, Governors, parents and external organisations including the Community Groups that use the site.
- To provide effective administrative support to the Governing Body, including minute taking.
- To assist the DFO in providing an efficient and professional service to parents, staff, the Governing Body and the wider community.

Key tasks

- Organising and maintaining the DFO's diary;
- Developing good relationships with parents, Governors, students and visitors, as well as contractors and other agencies working with the School;
- Being responsible for correspondence of a confidential nature including information gathering; documentation; reports, minutes;
- Dealing with enquiries, including those of a confidential or sensitive nature and referring them to appropriate staff for follow-up;
- Being responsible for the DFO'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;
- Arranging meetings and events (in terms of schedules and logistics, such as rooming, etc.);
- Attending meetings as and when required and taking minutes where needed, this will include the majority of Governor committee meetings some of which take place in the evening and occasionally on Saturday mornings. Time in lieu will be given for hours worked outside of those contracted;

The nature of this role requires the appointment holder to be involved in a wide variety of tasks reflecting the breadth of responsibilities of the DFO and the wider Bursary Team. These include, but are not restricted to, the following work areas:

There is specific work for which the EA is responsible:

- Lead on the administration of the Bristol City Council Nursery Voucher Scheme.
- Lead on the administration of the School Fees Insurance scheme.
- Lead on School transport liaison;
- Produce minutes of Bursary Department meetings.

General:

- Dealing with all aspects of the production of the DFO's correspondence including letter writing, mail merging, emailing, filing, photocopying and posting.
- Maintenance of an efficient filing and reminder system.
- Act as the first point of contact for telephone calls to the DFO dealing with calls in an efficient and courteous manner as necessary.
- Maintenance of the teams reference documents and ensure good organisation of computer drives and directories;
- Maintain the DFO's register of staff holidays and liaising with HR on this.
- Updating School policies as and when required.
- Support the DFO regarding HR hearings, taking notes of meetings and producing written reports.
- Assist HR with recruitment interviews and any associated schedules or reports (at peak times when HR need some assistance).
- Assist with bursary and scholarship administration and queries.
- Day-to-day liaison with Catering, Domestic and Estates Departments, and Network Services.
- Assist with Reception cover when necessary (usually for 30 minutes weekly during the School Office Team meeting and at other times in extremis).
- Support the Operations Manager with administration regarding Lettings.

Support to the Board of Governors:

- Provide a point of contact with all Governors for routine administrative business.
- Assist the DFO with the planning of the annual Governor's meeting schedule.
- Assist the DFO, who acts as Clerk to the Governing Body, with the production and distribution of all agenda papers for Governors' meetings.
- Ensure the Governor's online portal is kept up to date.
- In conjunction with the DFO, produce and distribute the Minutes of Governors' Meetings.
- Act as minute taker for Governor committee meetings, some of which take place in the evening and occasionally on Saturday morning. Time in lieu will be given for hours accrued.
- Maintain the record of Governors' meetings including both formal Minute Books and routine files.
- Provide occasional confidential administrative support direct to Governors as required.
- Assist the DFO with the recruitment of new Governors.
- Coordinate Governors' training and induction.

This is not an exhaustive list of tasks. The Job Description may be subject to regular discussion and review.

Education and qualifications

This is an exciting opportunity for an experienced EA or someone with the right skill set, to work in a school with a friendly and supportive ethos. Applicants must have appropriate computer skills and be proficient in all areas.

Previous school experience is not a requirement, but would be desirable. 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 stay calm in a pressurised environment.

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 and prioritising 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. A good sense of humour is essential!

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 DFO and the wider team. You will be able to exercise absolute discretion and maintain a high level of confidentiality both within and beyond the School.

Salary & Hours

This is a full time, 40 hours per week (8:00am- 5:00pm or 7:30 – 4:30pm) Monday to Friday, with an hour for lunch). A flexible approach will be required as there may be a requirement to work occasional evenings or Saturday mornings from time to time, for which equivalent time off in lieu will be given.

Salary Range is expected to be £22,000 - £26,000 pa. This would be subject to appropriate skills and experience.

As well as a complete salary, benefits include a pension scheme to which Badminton School contribute 10% of salary and free lunches.

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.

August 2017

Candidates should complete and return the Application Form and letters of application addressed to the HR Manager, to reach the School by **9am on Monday 21 August 2017. Interviews are expected to be held later the same week.**

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@badmintonschool.co.uk

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 Criminal Records Bureau 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.

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.

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

The School underwent a full ISI inspection in May 2015, the full report is available via a link from our website www.badmintonschool.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.