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## **Commitment to Safeguarding**

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appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded.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.

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.

## **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 140 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.

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## **The Department**

The Admissions team consists of two members of the Senior Management Team – Junior and Senior School, the Admissions Manager and two Admissions Assistants (part time). They work together in a designated office space shared with the Marketing Department.

### **Aim of the role:**

The aim of this role is to present an outstanding, parent and pupil centred, 3 to 18 admissions system from first enquiry and application right through to the pupil's first day at the School.

You will also liaise closely with the School's Marketing Manager in the course of your work to ensure that the School achieves and maintains its desired capacity. You will also link closely with Academic and Pastoral Leaders to ensure arrivals and departures of students are seamlessly managed.

### **Key Tasks:**

- linemanage the Admissions team;
- actively develop and maintain systems to provide accurate and up to date information on the current and forecast School roll;
- provide a point of contact for each individual or family enquiring regarding entry of a student into the School;
- work with the Senior Management Team (SMT) to directly support strategic aspects of the Admissions Department;
- work closely with the School Office to ensure a joined up approach with regards to student data and records;
- assist the Marketing Department in promoting the School by:
  - using established marketing literature
  - keeping direct contact and relationship building with parents, students and agents
  - keeping contact with existing and potential Feeder Schools (within the UK and overseas)
  - attendance at exhibitions, Open Mornings and Evenings
- assisting in the organisation of promotional events at Badminton School;
- attending meetings of (or providing information for) SLT and Governors as necessary;
- supporting the School's Vision and Values.

### **Accountability:**

The Admissions Manager is line managed by the Head of the Junior School and the Deputy Head (School Management). All staff are accountable to the Designated Safeguarding Lead on matters of welfare, to the Director of Finance and Operations on financial matters and ultimately to the Headmistress.

### **Key Responsibilities:**

- Being a first point of contact for parents who telephone, email or visit the school and giving a friendly, informative and efficient image of Badminton
- Being involved in the complete admissions process from initial enquiry to the pupil joining and transfer of all appropriate records and data
- Taking the lead when required in the organisation, preparation, timetabling, execution and follow-up correspondence for admissions events

- Maintaining relevant records and statistics, and generating correspondence, on enquiries, prospectus requests, registrations and applications; keeping accurate and appropriate records including on the School database ISAMS
- Setting up, coordinating and facilitating sleepovers; taster days; scholarship/entrance days and new girl lunches.
- Ensuring visits of prospective pupils run efficiently and effectively:
  - making appointments for visits to, and tours of, the School;
  - meeting and greeting parents, arranging for parents to meet particular members of staff;
  - liaising with the staff and student guides;
  - meeting with the parents at the end of a visit and ensuring they have all relevant information, ready for the next stage of the application;
  - administering and running taster days for prospective students, noting individual interests and meeting pupil and parents when they arrive and at the end of the day;
  - liaising with relevant members of academic and boarding staff regarding tour and taster arrangements, providing all medical and emergency information to relevant staff and ensuring guides are allocated by Pastoral Heads;
  - communicating all relevant information to parents in a professional and timely manner
- Organising all aspects of the Senior School Assessments and aspects of Junior School Assessments as directed by SLT following the admissions procedure and GSA guidelines:
  - ensure that all relevant departments have a clear annual calendar for the submission and marking of these examinations as agreed by SLT;
  - collate and format Entrance and Scholarship papers annually;
  - check and accommodate all SEND requirements;
  - work to a schedule agreed with SLT for the assessment dates through to the sending of offer letters;
  - send for all school references/reports;
  - organise interviews within School and Skype interviews for overseas candidates not able to attend assessment at Badminton;
  - arrange the blind marking of school reports/references, scholarship application forms and exam papers;
  - set up and co-ordinate all online tests including invigilator instructions for all candidates taking exams at Badminton and overseas at schools, agents or British Council offices;
  - collate all assessment scores and comments for the SLT to review and make offers;
  - Provide support as necessary for/during Skype interviews to ensure staff and agent/parents are fully briefed;
  - personalise all offer, decline, and waiting list letters for all candidates;
  - communicate with parents (and agents) with the details of Assessment Days;
  - liaise with parents and agents overseas and organise assessments for students who are unable to attend Badminton.
  - liaise with feeder schools and agents with regard to entrance procedures.
- Actively assist marketing activities to achieve student intake at 11+, 13+ and at Sixth Form
- Assist in developing and implementing different strategies to recruit UK boarders, UK day girls and international boarders as required
- Assist in securing UK and overseas enrolment through:
  - professional and friendly contact with all enquirers;
  - ensuring that all relevant material is sent to prospective parents and Prep School Heads;
  - assisting in maintaining regular contact with top current and potential feeder schools;
  - assisting in maintaining database for keeping track of contacts with all Prep Schools;
  - making contact with current parents, recent past parents and alumnae who can act as Ambassadors for the School; and appropriately brief them on their role;

- assisting with establishing Ambassadors (current and recent past parents) who live in target areas;
  - support the Marketing Manager with researching and establishing contact with new feeder schools;
  - assist in maintaining an effective database of Agents
- Assist the Marketing Manager in support of various marketing activities when necessary
- Work with the School Office and Boarders Travel Coordinator to ensure that the following are in order, maintained accurately and readily accessible:
  - School Roll
  - Forecasts for pupil roll (boarding, day and by year) – (NB specifically held by the Admissions Team)
  - Admissions register(NB specifically held by the Admissions Team)
  - UKVI records
  - Liaise with TTP regarding Tier 4 applications
- For Internal Admissions Administration:
  - ensure all new girl paperwork is updated and communicated to parents in a timely fashion to parents;
  - ensure that every new girl file and ISAMS record contains all the necessary paperwork before a girl arrives at School;
  - ensure that all information and enquiries/records of prospective pupils and registrations are entered into the database;
  - log Scholarship Award information on ISAMS and admissions files in terms of all data noted on admission's files checklist and any anomalies flagged to SLT;
  - ensure that all ISAMS records are correct at the start of terms/before pupils start;
  - provide information as required by SLT at the start of every term;
  - provide appropriate Prep School information/data sheets for Headmistress prior to each Prep School visit

**This is not an exhaustive list of tasks and this job description is subject to regular discussion and review. The post holder will be expected to adopt a flexible attitude towards these duties, which may have to be varied subject to the needs of the School.**

**Further details of the responsibilities and duties of staff may be found in the Staff Handbook.**

The Admissions Manager must be committed to and communicate a passion for Badminton School and girls' education. Additionally they must be committed to maintaining a high standard and a well-organised flow of information and communication within the School and to the wider community.

*Personal qualities*

- High level of organisational and administrative competency and high computer literacy
- Excellent interpersonal and communications skills; ability to maintain close and harmonious relations with work colleagues at all levels
- Successful and effective customer relations, communication and customer care skills
- Good oral skills and a sound command of written English
- Be committed to supporting Badminton School fully in this highly responsible position
- Be a pro-active person of integrity, drive, energy and stamina
- Be capable of showing initiative including the ability to think ahead and work flexibly without constant direction to deliver his/her outputs
- Possess good team-working skills
- Be responsive to advice and guidance
- Be of smart personal and professional appearance.

*Education and qualifications*

Applicants must have appropriate academic qualifications for the role; understanding of the UK education system and its workings, as well as the high aspirations of our students is vital.

*Experience*

Some experience of working in the admission process or an educational environment is an advantage.

All applicants are expected to share the School's vision of the benefits that single sex education provides.

In addition to the above, the successful applicant will be expected to:

- promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with
- be supportive of and committed to the School's policies on Safeguarding
- be supportive of the School's policies on Equal Opportunities
- be mindful of their personal responsibilities relating to Safety, Health and the Environment
- be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the School as confidential
- be accepting of the need to follow all other School policies and procedures as appropriate and relevant to their post

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 in either week commencing 10 December or 17 December.**

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](mailto: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](http://www.badminton-school.co.uk) or from the ISI website [www.isi.net](http://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.

The post is a 52 week per year contract, 40 hours per week. Hours will normally be 8.00am – 5.00pm Monday to Friday. 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.

This post attracts a competitive salary taking into consideration 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](http://www.badminton-school.co.uk)

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

November 2018