

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appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded.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

Bursary (Lettings)

The School holds it as essential that the campus and assets are utilised to the best effect in term time and holidays alike. Some facilities, notably the indoor swimming pool and the sand-filled all-weather pitch, are let during specified periods at evenings and weekends in term time. During the School holidays, the School hosts a range of residential and non-residential lets and these may include accommodation and classrooms on a fully serviced basis. Governors require the existing lettings programme to be extended and to increase utilisation and profitability of this area, particularly the new Sports Centre. Letting is managed by the Operations Manager (OM) and requires close co-operation with staff across the School, especially in term time. The OM role will be responsible for managing the new Sports Centre ensuring seamless cohesion between School activities and external lets. The Leisure Facilities Duty Manager will play a key ambassadorial role in ensuring the sports facilities at the School are utilised to maximum advantage and will work under the direct supervision of the OM.

Aim of the role

Ensure the efficient and profitable operation of the Schools Leisure facilities in alignment with the needs of the School's PE department, which include a new Sports Centre, Swimming Pool and All Weather Surface, with support from the Operations Manager, in compliance with local and national legislation.

Accountability

The role is responsible to the Operations Manager.

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

Key Responsibilities:

- Provide a professional and friendly welcome to all Leisure Facility users and enquirers.
- Delivery of service standards in accordance with the processes and procedures detailed in the Operating Procedures and Risk Assessments.
- Record use of Sports Lettings across Badminton School to include the Sports Centre, All Weather Surface, Swimming Pool and Netball Courts. At times working outside may be necessary. Uniform will be provided and must be worn whilst on duty.
- Follow up Sports letting debtors, detailing communications to the Operations Manager and the Finance Department.
- Provide details of areas of improvement, concern or defects at the earliest opportunity, in writing, to the Operations Manager.
- Initiate and perform set up of equipment across Leisure facilities include but not limited to the Sports Centre, Swimming Pool, All Weather Surface, Fencing Piste and Fitness Suites in advance of bookings detailed in the weekly program, provided by the Operations Manager via the Outlook Calendar.
- Promote and provide an environment that is clean, safe and comfortable for all visitors and guests. To include (but not limited to) floors, toilets, sinks, mirrors, doors, paper towel products and soap.
- Promotion of Leisure facilities through use of social media to include Facebook, Twitter and Instagram. This is to be in accordance with strategy and policies provided by the School's Marketing Manager.
- Ensure all safeguarding policies and instructions for Sports lettings are implemented by the user groups. Report any safeguarding concerns through the appropriate procedures as detailed in the Staff handbook. Regular safeguarding training will be provided.

This is not an exhaustive list of tasks. 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.

Education and qualifications

A recognised Leisure Industry Qualification (NVQ level 2 minimum)

First Aid Certificate

NPLQ / STA Pool Lifeguard

Fitness Instructor / PT Qualification (*desirable*)

Pool plant certification (*desirable*)

The successful candidate will need to be able to demonstrate his or her administrative skills during the application process and at interview.

Evidence honesty, reliability, positive attitude, health and safety knowledge and a customer service focus,

Education to at least GCSE or equivalent, including passes in English and Mathematics, is essential.

Experience

Essential

- Minimum of 1-year's leisure industry experience
- Confident communicator at all levels
- Excellent administration skills including proficiency in Microsoft Office packages
- Awareness of challenges and opportunities across the leisure industry
- Evidence of improving processes
- Supervision of activities within dryside operations
- Evidence of success as an individual and as part of a team
- Flexible approach to working hours that will include regular evenings and weekends
- Thorough understanding of safeguarding
- Delivery of activities and customer service that meet/exceed the expectations of customers
- Initiating and generating new business within the Leisure industry
- Thorough understanding of Risk Assessments, including production and development

Desirable

- Experience of working within a school environment
- Evidence and investment in personal development
- Community / Accessibility involvement
- Demonstrate leadership qualities
- Production and regular review of NOP's and EAP's
- Supervision of activities within wetside operations
- Hosting of events including birthday parties, functions and special occasions

Personal qualities

- An approachable person with excellent communication skills
- Maintain effective communication with clients and colleagues
- The ability to work effectively on own initiative or within a team
- Professional appearance and manner;
- Highly organised and able to prioritise own work
- Good communication skills, including written and verbal interpersonal skills
- Must be able to use initiative and work under pressure
- Experienced in dealing with confidential work
- Flexible and hard working with excellent attention to detail
- Competent in the use of IT and databases
- Competent executer of safety elements identified within detailed Risk Assessments

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 18th March 2019**.

Interviews will be held in the week commencing 18th March 2019.

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

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 salary for this post will be in the range £20,000 - £24,000 per annum, subject to relevant skills and experience.

This will be an all year round contract and the successful candidate will provide 40 hours of support per week.

- Working a regular 40 hour shift pattern across a 4 week period. This will include a minimum rest period of 11 consecutive hours in a 24 hour period and at least 1 day off per week.
- 30 minute or one hour unpaid break per shift
- Shifts include a regular mix of day and evening work, including some weekends.
- Shifts commence no earlier than 7am, with later shifts finishing no later than 10.15pm.
- At weekends the finish time will be no later than 8pm.
- Precise timings will be agreed with the successful candidate, who will need to have a flexible approach.

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). Annual leave should be predominantly taken during School holiday periods.

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

Other benefits

- One free meal per day 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.

March 2019