

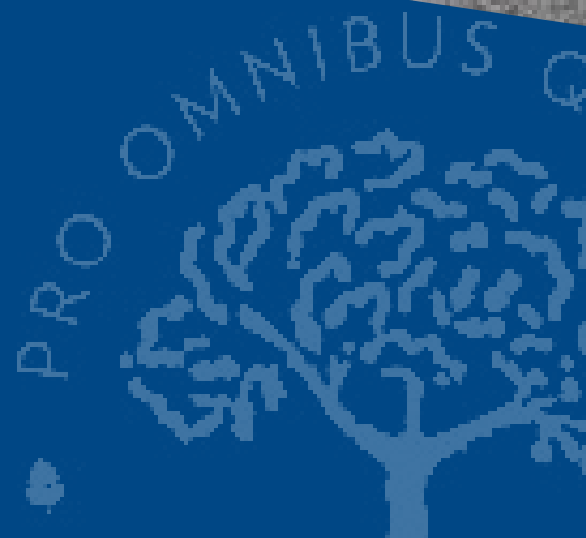


BADMINTON
SCHOOL



Badminton School

HR & RECRUITMENT ADMINISTRATOR VACANCY 2025



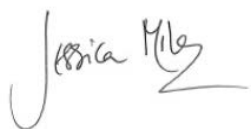
Message from the Head

Dear Candidate

Thank you for taking an interest in the role of HR & Recruitment Administrator at Badminton School. We are a thriving day and boarding school, which has remained at the forefront of girls' education for over 160 years, and we are excited to see how the successful applicant for this role will bring forward their ideas and energy to support the HR Department.

I hope that you find this brochure helpful and informative, but, should you require any further guidance, please do contact our HR team who will be happy to assist further.

I look forward to receiving your application.

A handwritten signature in black ink that reads "Jessica Miles". The signature is fluid and cursive, with a large initial 'J' and a stylized 'M'.

Mrs Jessica Miles
Head



HR & Recruitment Administrator Job Description

Hours

The post is offered as a full-time, all-year round role. There is some flexibility around start and finish times. We could also consider a small reduction in weekly hours during the long school holiday periods.

Salary and Pension

The salary range for this role is £26,500 - £27,500 per annum (FTE figure).

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 5% and 3% respectively).

Additional benefits include:

- Lunch is provided;
- Free onsite parking;
- Use of the school gym and heated swimming pool (at designated times) and access to free fitness classes;
- Pension membership.

Meet the Department

The HR Department is led by the Director of HR and comprises the HR Advisor and the HR & Recruitment Administrator. This is a busy department responsible for all HR processes and functions within the school, and crucially the recruitment and onboarding of all staff.



HR & Recruitment Administrator Job Description

Purpose of the job

This is a key role in the smooth and efficient running of the busy HR Department at Badminton School. The HR & Recruitment Administrator will coordinate all aspects of HR administrative and recruitment processes, focussing on recruitment and selection of all employees, supply staff and agency workers to posts within the school ensuring compliance with statutory Safer Recruitment requirements. The successful candidate will have a 'can do' attitude and understand the importance of confidentiality and discretion.

Accountability

The HR & Recruitment Administrator will be line managed by the Director of HR.

Main responsibilities

HR Administration

- Carry out administrative routines for new starters, leavers and any changes to employment terms and conditions or personal information and update iSAMS and HR files accordingly;
- Update the staff photo board on a half-term basis in both the Senior and Prep School;
- Update holiday records for support staff on iSAMS and tracker spreadsheet;
- Filing and other duties commensurate with the post.

Recruitment

- Receive instructions from and manage the recruitment process with senior members of the school, ensuring that the relevant and necessary processes are followed before, during and after the recruitment project;
- Create and maintain relationships with appropriate recruitment agencies and bodies;
- Produce recruitment brochures for each new recruitment episode, ensuring Director of HR sign-off of advertisements, job descriptions and person specifications before they are published or distributed;
- Prepare and place recruitment advertisements in relevant media in a timely manner;
- Draw up recruitment timetables and interview programmes for each role advertised, working closely with the Head's EA, the PA to the Bursar and Assistant to the Deputy Heads as appropriate;
- Draft and collate interview questions/records of interview and sit on interview panels as and when required;
- Liaise with the Director of HR in ensuring that all new starters are compliant with the Single Central Register requirements and that Risk Assessments are carried out in line with regulatory requirements and the school's policies where appropriate;

HR & Recruitment Administrator Job Description

- Liaise with successful and unsuccessful candidates for posts and prepare correspondence advising candidates of the outcome of their applications;
- Ensure that new appointments and start dates are notified as appropriate to existing staff/departments;
- Ensure that the school's recruitment procedures are followed and documented fully in respect of each recruitment;
- Ensure a smooth and timely onboarding process for all new starters, carrying out appropriate statutory pre-employment checks and entering new starters onto the Single Central Register.

Additional Duties

- Act as the first point of contact for internal and external enquiries to HR, including monitoring of the HR inbox and directing incoming emails to the Director of HR and HR Advisor as appropriate;
- Support the Director of HR and HR Adviser in the provision of a high quality, efficient HR service for the school. This is a customer focused role to provide effective support across the HR function;
- Provide additional administrative support to the Director of HR as required.

Safeguarding Responsibilities

As part of the role, you will come into contact with Badminton pupils and although you will not be responsible for teaching or caring for such pupils, the role will nevertheless involve "regulated activity". You will therefore have due regard at all times to the welfare and safeguarding of such pupils and act in accordance with Schools' safeguarding policies.

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

- to be supportive of and committed to the school's policies on Safeguarding;
- to be supportive of the school's policies on Equal Opportunities;
- to be mindful of their personal responsibilities relating to Safety, Health and the Environment;
- to be mindful of the need to treat all sensitive information relating to pupils, fellow employees and the business of the school as confidential;
- to be accepting of the need to follow all other school policies and procedures as appropriate and relevant to their post.

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 and the department.

HR and Recruitment Administrator Person Specification

Skills and Experience

Essential

- Excellent organisation and time management skills;
- Ability to work calmly under pressure and prioritise competing deadlines;
- Highly developed interpersonal skills with the ability to communicate with people at all levels;
- Strong IT skills and computer literacy including experience of MS Office;
- High level of attention to detail with a methodical and conscientious approach;
- Ability to work cohesively and supportively as part of a team;
- Ability to problem solve.

Desirable

Previous experience of working in HR, ideally in education, would be an advantage but is not essential. Most importantly, you will be efficient, keen to learn and quick to pick things up.

Personal Qualities

- Articulate, smart and well-presented;
- A competent self-starter, able to problem solve, take initiatives and act autonomously within the framework of a team;
- Responsive to feedback and guidance;
- Ability to work confidentially with integrity and discretion;
- Positive and flexible approach to work with a 'can do' attitude.



Application Process

For information about the application deadline for this vacancy, and to apply, please visit the careers page on our website [here](#).

Suitable candidates may be interviewed before the closing date and the school reserves the right to withdraw the position if an early appointment is made. Applicants are therefore strongly encouraged to apply early.

Please be aware that we do not accept or review curriculum vitae, so please do not enclose these. All applications will be acknowledged upon receipt.

References & Employment History

It is school policy that we request employment references for all short-listed candidates prior to interview and we may approach any previous employers for information to verify particular experience or qualifications, before interview. 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.

Online Searches

Badminton School will conduct online searches for shortlisted candidates in accordance with the requirement set out in Keeping Children Safe in Education, in order to ensure the suitability of individuals to work within our school. These checks will be conducted by an external third party to ensure objectivity, and HR will only share the results of this check with the panel if and when findings are of concern. The panel will explore any concerns passed to them as part of our due diligence process.

Further Checks

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

Further information about the application and recruitment process can be found in our Recruitment Policy [here](#).

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



Additional Information

Compliance

The School underwent an ISI Regulatory Compliance Inspection in October 2022; the full report is available via a link from our website [here](#) or from the ISI website [here](#). We hope that the report will enable you to understand more about Badminton School and encourage you to submit an application.

All posts in the school are offered subject to the receipt by the school of a satisfactory Enhanced DBS Disclosure, Criminal Records Declaration, satisfactory references, verification of any qualifications cited and proof of the right to work in the UK. A probationary period will also apply to any offers made. Candidates are advised to disclose any possible impediment to appointment at the time of applying and failure to do so could result in an appointment not being confirmed or being withdrawn.

Commitment to Safeguarding

In the education sector, we have a responsibility to safeguard young adults and children in our care. Under current legislation, we are required to obtain full employment and education history including dates, as such please ensure that any gaps in your employment history since the age of 16 years are explained. We are also required to undertake a number of other compliance checks as well as seeking and verifying references. Candidates are therefore asked to read the full requirements on the Application Form and to provide all of the information requested in order to avoid their application being delayed or rejected.

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.

To read the Badminton School Safeguarding Children Policy, please click [here](#) where you can download the policy.

Equal Opportunities

Badminton School is an equal opportunities employer and there shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation. We are an inclusive organisation and welcome all applications from a wide range of candidates. Selection for roles will be on merit alone.

Badminton Benefits

What it is like to work at Badminton School

Big enough to matter,
small enough to care

Cycle to work
scheme

Staff induction
programme
and mentoring
scheme

Friendly
colleagues

Boarding and
Day School

Homely environment

Beautiful grounds and
well-maintained buildings

Girls aged
4 – 18 years
on one site

Central Bristol location

Free use of sports
centre, pool, gym
and tennis courts

Ambitious and
high-achieving pupils

Generous
holidays

Social
calendar

Consultation and communication
via our Staff Forum and Council

Diverse and international
yet also local

All girls

Free School lunch

Pension scheme
from day one

Internal and external
professional development

On-site parking

Online learning/training

Dedicated
support staff

Supportive culture

Initiatives to
support and
promote staff
wellbeing

Disciplined
yet informal
teaching
environment

Quality IT environment
for teaching staff

Line management
opportunities

Free and confidential counselling helpline for staff

Badminton School



Badminton School is an independent day and boarding school for girls aged 4 – 18 years. Its location in Westbury-on-Trym on the leafy outskirts of the university city of Bristol provides all the amenities and opportunities of a diverse city, mixed with the green open space of the surrounding areas. The School itself has an enviable sense of community, which is felt the moment you step through the gates to the enclosed campus of beautiful buildings and pleasant gardens.

The School consistently achieves impressive academic results, which enables the girls to access a wealth of world-class universities, music conservatoires and art colleges. Badminton has a holistic approach to learning and girls are encouraged to develop as individuals, pursue their own interests and expand and explore their ambitions, both in their academic work and co-curricular activities. The aim at Badminton is to encourage the pupils to become curious, confident and enthusiastic learners within a community that is supportive, friendly and fun!



The happiness and welfare of our pupils is paramount to everyone at Badminton. We currently have around 550 pupils in our strong community; small class sizes mean that there is a focus on the pupils as individuals, leaving no opportunity for anyone to be anonymous. Awareness of responsibility is cultivated and the community code of conduct makes pupils aware that other people matter. The pupils' mutual respect and support for not only their peers, but also for the whole community, goes right to the heart of the school's ethos.

In the Junior School there are approximately 130 girls, most of whom are Day Pupils; in the Senior School there are over 420 girls of whom approximately half are Boarders.

The School's Vision and Values

Vision

“To be an internationally renowned school that provides the best preparation for thriving in a global society.”

Values

Badminton pupils are distinctly individual but share the Badminton values of:

- **Curiosity:** The desire to explore, understand and learn about the world. The spark that ignites discovery and innovation. A willingness to embrace new ideas and perspectives
- **Aspiration:** The desire to achieve something greater, to set ambitious goals and work towards them with dedication and perseverance. The belief that there are goals worthy of real endeavour and an anticipation of the fulfilment that will come from achieving them
- **Courage:** The determination to face challenges head-on and with integrity. The readiness to stand up for what is right
- **Courtesy:** Showing respect, kindness, and consideration towards others. Being polite, thoughtful, and mindful of how your words and actions impact on those around you. Showing respect to those who are different from yourself and consideration to those who are more vulnerable

School Results and Achievements

A Level (Upper Sixth)	2024	2023	2022
Grades A*/A	61%	48%	73%
Grades A*, A, B	82%	73%	86%
Average subjects per candidate	3.2	3.1	3.3

GCSE (Year 11)	2024	2023	2022
Grades A* - A/9 - 7 (includes 9-7 for 2017/18 onwards)	62%	69%	80%
Grades A* - B (includes 9-6 for 2017/18 onwards)	82%	83%	92%
Average subjects per candidate	9.1	9.8	9.8

Prep School to Senior School	2024	2023	2022
Retention rates	84%	90%	86%

Why Bristol?

7 reasons why it is one of the best cities in which to live and work*

1 Quality of life



Bristol has something for everyone, from idyllic landscapes to a host of trendy bars and restaurants. In recent years, this has been supplemented by low unemployment, excellent public services and falling crime rates. The city is a hub of cultural activity, home to a thriving technology scene and a host of big-name companies.

2

Local economy

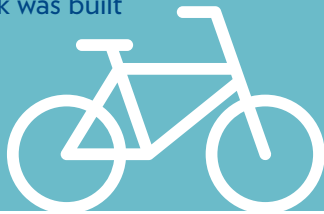


Continued investment in Bristol shows confidence in the area remains high. The local economy is expected to keep growing for the next few years.

3

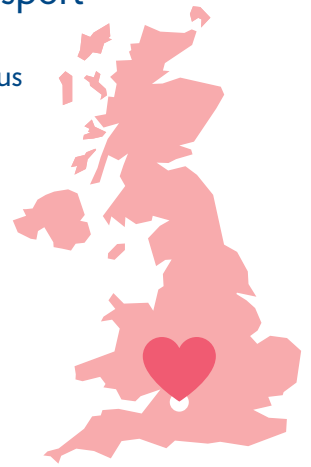
Cycle everywhere

Bristol was the UK's first cycling city. You only have to look outside to see how cycling made the city of Bristol is. There is an impressive number of urban cycle routes and the first bit of the National Cycle Network was built right here in our city.



4 Location and transport

In Bristol you are only ever a short drive away from gorgeous beaches and scenery, whilst journeys to London, Cardiff, Plymouth and Birmingham can all be made in under two hours via the train. The M32 runs directly into the centre, with the M4 and M5 close by. Buses serve the city centre well too.



5 Culture

There are plenty of attractions in the city, notably Bristol Zoo Project], Brunel's SS Great Britain and the Clifton Suspension Bridge, along with a host of parks, museums, religious sites and activity centres. Looking for somewhere to eat and drink? Bristol has long enjoyed a reputation as having one of the best food scenes in the UK.



6

Parklife

Bristol has got some of the best green spaces around; from Brandon Hill to the Downs, take your pick. And the city works hard to keep them nice and clean.



7 Sustainability



Bristol was the first British city to be named European Green Capital in 2015. Bristol is a place where people care, where you can do your bit to protect the environment by learning more about sustainability. Join one of many sustainability campaigns or local charities and grab the opportunities to get involved and make a difference.

*According a Survey in the Sunday Times in 2017, Bristol was the best place to live in the UK.



BADMINTON
SCHOOL



Badminton School
Westbury Road
Westbury-on-Trym
Bristol BS9 3BA

T: +44 (0) 117 905 5200
E: hr@badmintonschool.co.uk
www.badmintonschool.co.uk