



BADMINTON  
SCHOOL



Badminton School

# GRADUATE BOARDING ASSISTANT VACANCY 2024

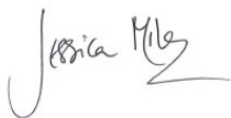
# Message from the Head

Dear Candidate

Thank you for taking an interest in the role of Graduate Boarding Assistant 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 Boarding Team.

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.



Mrs Jessica Miles  
Head



# Graduate Boarding Assistant Job Description

## Hours

This is a full time role to be worked during term time plus 15 days during the holiday period. During the week, the Graduate Boarding Assistant will be entitled to be off duty for the equivalent of 48 hours, which includes a night when she may be away from School and away from the House.

The timetabling of time off will be subject to the constraints of other staff's teaching or school commitments.

At weekends, time off will be according to the rota agreed each week across the Houses to ensure all duties and activities are staffed.

The school normally has a half term holiday of a fortnight in October, a week at the end of May, and a week in February. Dates of half term are published in the school calendar and these should be noted carefully. The main school holidays are Easter (3 weeks), Summer (7 weeks) and Christmas (3 weeks).

Holidays may be arranged only during official school holidays. It is not possible to take alternative holidays in term time.

## Salary

The actual salary is £21,288 (FTE £26,055).

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 autoenrolled (if eligible) in line with Government legislation (in which case the contribution rates will be 5% and 3% respectively).

## Aim of the role

The Graduate Boarding Assistant will support and assist a Housemistress to ensure the smooth running of the Boarding House.

## Boarding at Badminton

Boarding in the vibrant and cosmopolitan university city of Bristol offers many diverse opportunities for activities out of school including voluntary and community work, membership of sports, music and drama clubs, competitions and academic enrichment.

## The Houses

Boarders at Badminton are accommodated in three Houses on the campus.

Bartlett House is home for girls in Years 5, 6, 7 and 8. It has its own common room and is situated within School House. Rooms accommodate on average four girls. In line with our policy of encouraging girls to become increasingly independent, Year 8 are permitted some unsupervised access to the local village at weekends. Younger boarders are always escorted when they leave the school grounds.

Boarders in Years 9, 10, and 11 live in Sanderson House, which was opened in 2008. The modern design of the building, with its good environmental credentials and far-reaching views, offers a comfortable environment for 94 girls and six members of staff: two Housemistresses, two Deputy Housemistress and two Graduate Boarding Assistants who also live in the House.

# Graduate Boarding Assistant Job Description

The Sixth Form Centre offers double or single study bedrooms for boarders and study rooms for day girls who share fully in the common room, kitchens and other facilities. The ethos of the Sixth Form Centre is that of an undergraduate hall of residence, in which girls are prepared academically for top universities and to make a confident transition to student life. There is a strong pastoral team working with the girls consisting of the Assistant Head (Boarding), Head of Sixth Form, Housemistress, two Deputy Housemistress and two Graduate Boarding Assistants.

## Life in Boarding

All boarders have access to computer rooms, a well-resourced school library, Creative Arts Centre, Music School, indoor swimming pool, internet, Careers Library and all sports facilities. In addition to a wide choice of clubs and activities, the school utilises the opportunities of boarding in a lively, university city. Older boarders may join sports clubs, e.g. Clifton Ladies' Hockey, squash and badminton clubs and some have attended kick-boxing classes; girls who are keen on dance attend a local dance school for ballet and modern dance classes; others may belong to orchestras and drama groups in the city. The Duke of Edinburgh Award is popular at Badminton and boarders undertake a wide range of community service and voluntary work.

Boarders and day girls are well integrated at Badminton and the Year Group is the primary focus for pastoral care and for monitoring academic and personal progress; each Year Group is overseen by a Pastoral Head who is a member of the academic teaching staff. There is a regular weekly meeting of all Pastoral Heads with the Deputy Heads (Pastoral and Academic) and weekly meetings are timetabled for each Pastoral Head with the Assistant Head (Boarding), the appropriate Housemistress and Senior Nurse.

The Deputy Head (Pastoral) and Assistant Head (Boarding), under the direction of the Head, are responsible for boarding throughout the School, ensuring that all boarders live in well-presented and comfortable Houses which offer a stimulating environment. They lead the team of resident staff.

## Accountability

The Graduate Boarding Assistant will work in close consultation with a Housemistress and liaise with other members of the House Team. The Graduate Boarding Assistant will keep the Housemistress informed of any matters felt necessary. All House staff are responsible to the Deputy Head (Pastoral) on matters of welfare and discipline and ultimately to the Head.



# Graduate Boarding Assistant Job Description

## Specific Responsibilities

- To be resident within the House at all times during term time, excluding off duty time as outlined below;
- To help to maintain the discipline and appearance of pupils, and foster a secure and caring atmosphere within the House for pupils;
- To ensure that the welfare, well-being and safety of pupils is, at all times, paramount;
- To have an 'open door policy', which means that whenever she is present in the House and on duty, she is available;
- To sleep overnight in her allocated accommodation in case of nighttime emergencies, excluding off duty time as outlined below;
- To carry out meal duties, helping sort and supervise laundry duties, and generally assisting in the organisation of boarders;
- To help ensure that all boarders have sufficient rest and that bedtime routines are maintained;
- To ensure that when on duty the presence of boarders is checked individually and personally at times required and to report any unauthorised absence;
- To be acquainted with the School's Health and Safety Policy and to ensure that all health and safety guidelines and rules are followed and that the boarders are also made aware of them and comply with them;
- To assist the resident staff in escorting girls to medical appointments, e.g. dentist, optician, and are expected to help with the escorting of girls to London by coach at exeat weekends and to and from the airport at the beginning and end of terms;
- To be 'on call' at agreed times during the week when she may be asked to undertake an emergency medical escort or to take calls in the Health Centre.

## General Responsibilities

- To meet regularly with the Housemistress;
- To be supportive of school events;
- To attend all relevant Inset days and any relevant external courses recommended by the Deputy Head (Pastoral).

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.

# Graduate Boarding Assistant Job Description

## Duties

The duties of a Graduate Boarding Assistant are all connected with supporting the Housemistresses in the smooth running of the House, in undertaking specific duties delegated by the Deputy Head (Pastoral) in ensuring the welfare and safety of the pupils at all times. These include:

- Graduate Boarding Assistants assist the resident staff in escorting girls to medical appointments, e.g. dentist, optician, and are expected to help with the escorting of girls to London, by coach, at exeat weekends and to and from the airport at the beginning and end of terms;
- Graduate Boarding Assistants will be involved in a range of activities in both the Senior and the Junior School. According to their personal interests and timetable, they may be involved in assisting in the PE department, running evening/weekend swimming sessions for boarders (if qualified); giving individual support in English, e.g. conversation, reading, with overseas students; participating in subject trips/outings/fieldwork visits; assisting with the Duke of Edinburgh Award Scheme; assisting in music, drama, crafts, home economics, etc.;
- At weekends, all resident staff provide the programme of activities for the girls, however, there will be some time off duty according to the specific weekend timetable. When on duty at weekends, Graduate Boarding Assistants can expect, as during weekdays, to undertake duties in any of the Boarding Houses in School;
- In cases of emergency, such as influenza epidemics, Graduate Boarding Assistants will be expected, like all resident staff, to forego some of their free time if need be, in order to supervise those affected;
- Graduate Boarding Assistants are responsible to the Assistant Head (Boarding). She will arrange a timetable for each Graduate Boarding Assistant. In the first instance, Graduate Boarding Assistants should seek advice from her on any matter, and the Head is always pleased to see a Graduate Boarding Assistant by appointment;
- In carrying out their various assigned duties, Graduate Boarding Assistants work under the direction of a Housemistress;
- Graduate Boarding Assistants will be resident in their own room within School. This may be in a Boarding House or another appropriate location on the campus. If required to fulfil House duties in an evening, the Graduate Boarding Assistant will work under the direction of a Housemistress to fulfil a number of duties. These duties include House supervision of an evening, sleeping overnight in Boarding Houses in case of night time emergencies, meal duties, helping sort and supervise laundry duties, and generally assisting in the organisation of boarders.

This is not an exhaustive list of tasks. 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.

# Graduate Boarding Assistant Person Specification

## A Graduate Boarding Assistant will:

- have a real interest in supporting girls and enabling their progress;
- enjoy working within a lively boarding environment;
- have enthusiasm and energy.

## Accommodation

The Graduate Boarding Assistant will occupy a 'bedsit' with en-suite facilities; duties will not be exclusively undertaken in any one House. There is a no smoking policy for all staff.

During the school holidays, the school facilities are often let to external agencies and the Graduate Boarding Assistant may be required to vacate their accommodation for the duration of the letting. Graduate Boarding Assistants, in consultation with the Assistant Head (Boarding), may stay for a few days after the end or before the beginning of term. If the accommodation is needed for longer periods during the School holidays then prior permission must be obtained from both the Deputy Head (Pastoral) and the Bursar.

## 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.



# Application Process

For information about the application deadline for this vacancy, please visit the careers page on our website [here](#). Candidates should download the application form on this page too.

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.

All applications are to be sent to the Director of HR: [hr@badmintonschool.co.uk](mailto:hr@badmintonschool.co.uk)

Applicants should also complete the equality & diversity form and return this along with their application.

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 2022, 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.

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

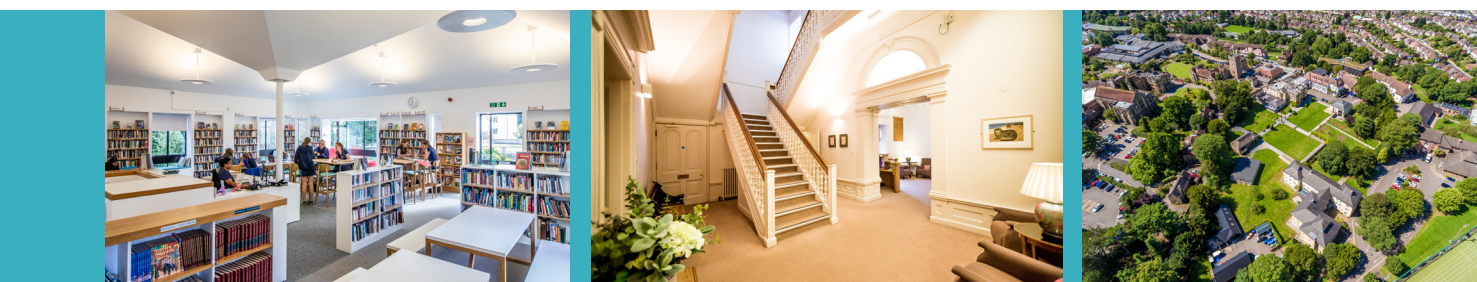
Concessionary School fees for staff with daughters

# Badminton School



Badminton School is an independent day and boarding school for girls aged 3 – 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!



In the recently published and highly influential Sunday Times “Parent Power” report, Badminton was once again in the top 20 Independent Schools for girls in the country and was ranked eighth best Independent School of any type in the south west.

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 375 girls of whom approximately half are boarders.

# The School's Vision and Values

## Vision

“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 co-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 wellbeing of the school and genuine mutual support.
- The international mindset 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.

## School results and achievements

| A Level (Upper Sixth)          | 2022 | 2021 | 2020 |
|--------------------------------|------|------|------|
| Grades A*/A                    | 73%  | 79%  | 67%  |
| Grades A*, A, B                | 86%  | 92%  | 90%  |
| Average subjects per candidate | 3.3  | 3.4  | 3.1  |

| GCSE (Year 11)                                         | 2022 | 2021 | 2020 |
|--------------------------------------------------------|------|------|------|
| Grades A* - A/9 - 7 (includes 9-7 for 2017/18 onwards) | 80%  | 77%  | 85%  |
| Grades A* - B (includes 9-6 for 2017/18 onwards)       | 92%  | 90%  | 94%  |
| Average subjects per candidate                         | 9.8  | 9.8  | 10.1 |

| Junior School to Senior School | 2022 | 2021 | 2020 |
|--------------------------------|------|------|------|
| Retention rates                | 86%  | 79%  | 79%  |

# 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

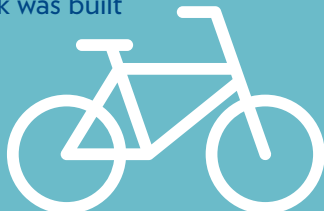


Continued investment in Bristol shows confidence in the area remains high. The local economy is expected to keep growing for the next few years.

## 3

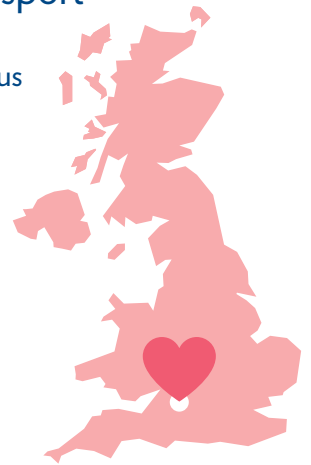
### Cycle everywhere

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 tidy 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](mailto:hr@badmintonschool.co.uk)  
[www.badmintonschool.co.uk](http://www.badmintonschool.co.uk)