

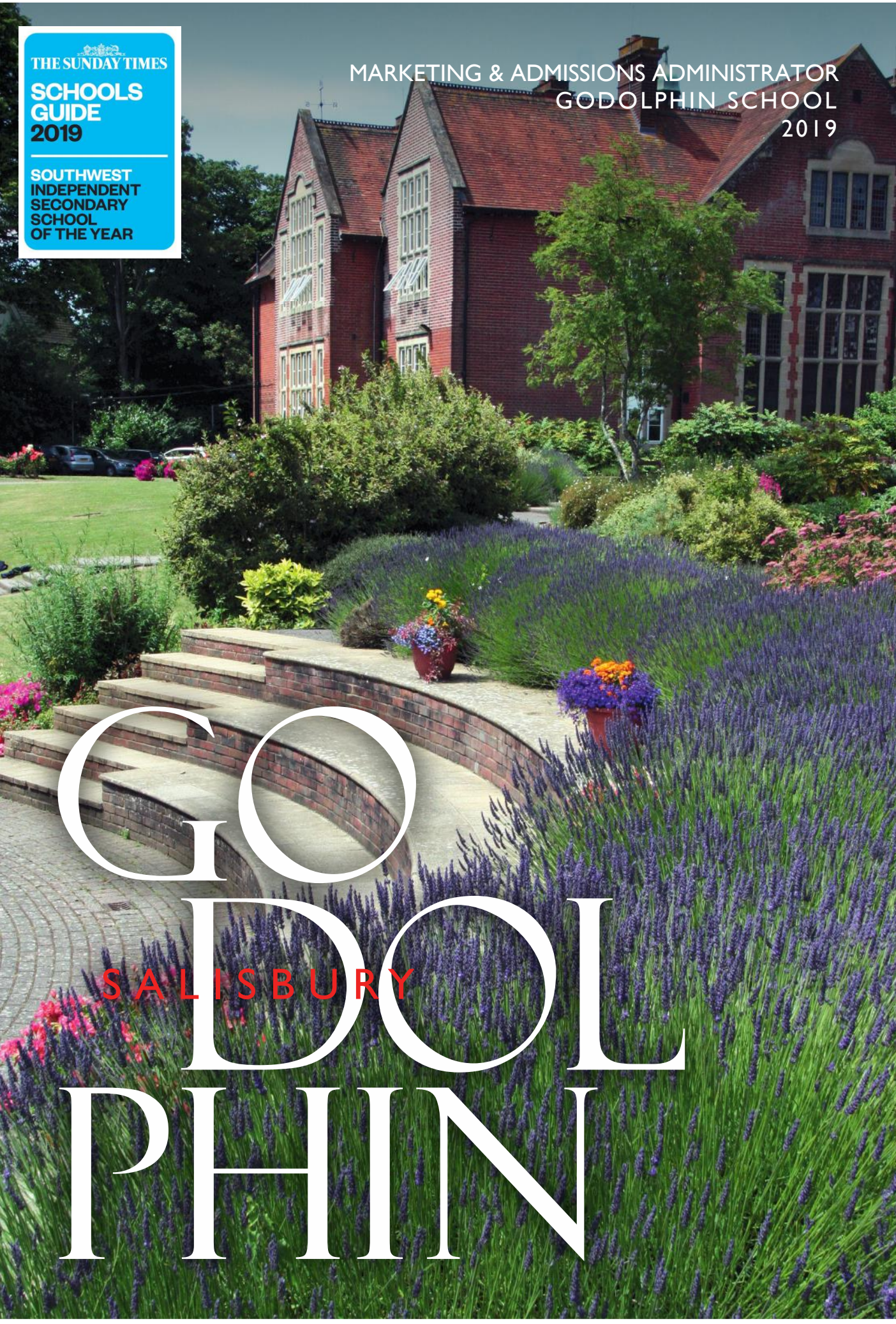


THE SUNDAY TIMES

**SCHOOLS  
GUIDE  
2019**

**SOUTHWEST  
INDEPENDENT  
SECONDARY  
SCHOOL  
OF THE YEAR**

MARKETING & ADMISSIONS ADMINISTRATOR  
GODOLPHIN SCHOOL  
2019



A photograph of Godolphin School, a large red brick building with a gabled roof and multiple windows. In the foreground, there is a well-manicured garden featuring a curved stone path, a brick retaining wall, and a large field of purple lavender. Several potted plants with colorful flowers are placed along the path. The school is surrounded by lush greenery and trees.

# GODOLPHIN

SALISBURY



## Mission

Godolphin School exists to educate young women in an environment of excellence in academic endeavour, sport, the arts and personal development, celebrating diversity of community and thought, and respect for all. Godolphin encourages each girl to find her unique talents and abilities, develop her own perspective, and realise her full potential so that she will meet the opportunities and challenges ahead.

## Vision

Godolphin will be the school of choice for girls in the South of England from 3 – 18 through the provision of exceptional education in a supportive and intellectually stimulating environment, unsurpassed in our commitment to educate the whole person. Determined to remain a modern and dynamic institution, Godolphin will honour the traditions of our founder, Elizabeth Godolphin, and build upon our founding ideals to secure the future of our School and our students for generations to come.

## Values

Godolphin is a value-driven school with a Christian ethos, committed to our founder Elizabeth Godolphin's belief in the power of education to transform young women's lives and enable them to succeed in the future. As a school we foster and embody the values of excellence, integrity, open communication, respect for one's self and others, and service to our community.



## General Information

Based in Salisbury Wiltshire, Godolphin has been educating girls for almost three centuries and is proud of its heritage. The legacy of this long history is the wealth of wisdom, experience and traditional values which underpin and inform the school as it operates today, very much in the 21st Century.

Godolphin has a clear, modern outlook and is dedicated to equipping girls and young women with the knowledge, qualifications and character to take their place and be successful in the increasingly challenging world that they will inherit. Staff at Godolphin understand the huge amount of pressure there is on young people today, especially girls, and strives to provide them with a safe, supportive but challenging environment where they can take risks, be supported in setbacks and receive encouragement every step of the way.

As well as achieving optimum academic results, Godolphin facilitates the development of confident, well informed and independent young women with a sense of adventure and a real zest for life. This is achieved through excellent teaching, exceptional pastoral care and a comprehensive programme of co-curricular initiatives. Godolphin believes that each individual girl has unique gifts and the School is dedicated to identifying and freeing those gifts so that all girls can thrive. The culture of friendship, encouragement, support and mutual respect within the school is empowering and individuality is celebrated very firmly in the context of an inclusive, supportive and dynamic community. Whether boarding or day, Godolphin girls have a strong sense of belonging.

## Academic

At Godolphin the staff are passionate about their subjects and about sharing their knowledge with the students. There are several academic extension programmes, including Inspiring Bright Minds and the Alpinists' Society. There is also a compassionate and supportive SEN department. The school uses baseline data to support assessment and progress. There is an established reporting schedule to provide regular feedback to students and parents. Our personal tutor system aims to support each student academically and pastorally. The School is investing in technology to enhance the learning environment and many classes use iPads and smart TVs in order to enhance progress.





## 2018 Academic Results

- ◆ 86% of A-level entries achieved A\* to B grades
- ◆ 54% of all A-level entries achieved an A\* or A grade
- ◆ Particularly strong results were returned in Biology, Business, Greek, Latin, French, Spanish, Maths, Geography and Physics which reflects the breadth of the subjects the girls choose to study here; whilst STEM remains popular, the humanities and creative subjects continue to remain popular.
- ◆ Recent Higher Education destinations include Oxford (Classics), Bristol (Chemistry, Politics & International Relations, Philosophy & Theology, History), Bath (Natural Sciences, Modern Languages, Biochemistry), Newcastle (Biomedical Sciences), Exeter (History, Exercise and Sports Sciences, PPE), Warwick (Accounting & Finance), Bournemouth (Scriptwriting for Film & TV), Durham (Psychology), Hull York Medical School (Medicine), and Chichester (Musical Theatre & Acting for Film).
- ◆ At GCSE 65% of grades were at A/7 or above and 93.6% of grades were at A\*, A or B (or equivalent grade 5+).
- ◆ Students take English, Maths, the Sciences, an MFL and 3 free-choice options. Some Fifth Year students take the AQA Level 2 Certificate in Further Mathematics and results are excellent.
- ◆ Students have a free choice of languages - French, German, Spanish, Mandarin for native speakers, Latin and Greek GCSE for the most able in session time.



## The Elizabeth Godolphin Award: A skill-based professional and practical programme

The innovative Elizabeth Godolphin Award, named after our founder, is offered to students in the Sixth Form and Year 6 at Godolphin Prep. Promoting the qualities of independence, commitment and excellence, students are challenged to widen their focus. They choose from a range of practical activities to enhance their skills-set. This could be by facilitating a seamless transition from Prep to Senior School; by preparing themselves for higher education or a gap year; acquiring useful life skills such as interview techniques, event management, car maintenance or how to cook a meal for five for £5!

## Wellness

As important to Godolphin as academic achievement is the wellbeing of the School Community. The excellent pastoral system ensures girls have the support they need through the House system, the Health Centre and their tutors, teachers and Heads of Year. All staff receive regular training in mental health first aid and a School Counsellor is available.

## Challenge

Students at Godolphin are encouraged to challenge themselves and set a personal target each term to achieve this. Challenges vary from completing the Ten Tors Challenge and the Duke of Edinburgh Award to executing a perfect salute during a CCF parade; from mastering a complicated piano duet and performing it in public to singing a solo at an informal concert.

There are almost 100 Clubs and Societies for girls to participate in and these are complemented by the Godolphin Plus programme which is offered as Junior Plus, Senior Plus and Sixth Form Plus for the boarding community



## Opportunity

As well as forming part of the curriculum, Art, Drama, Music and Sport are available to all girls at Godolphin through the co-curricular programme. Godolphin art has been exhibited at shows in London and Salisbury. Musicians have performed at the Royal Albert Hall and on the BBC Songs of Praise Senior School Choir of the Year competition. There are two major drama productions per year as well as several smaller productions and the school has its own theatre company – Portal. While embracing a “sport for all” policy Godolphin has secured national champion titles in lacrosse and equestrian and has representation in several sports at national, regional and county level.

## Facilities

The traditional red brick buildings and oak panelled hall at Godolphin house exceptional facilities which are enjoyed by all the students, from 3 – 18. The indoor swimming pool and fitness suite are used by other schools and members of the community, as is the elegant Performing Arts Centre. There is a separate Sixth Form Centre incorporating an Aroma coffee shop.

The School has recently published its Vision & Commitments, 1726 – 2026, which outlines an exciting and challenging programme of development providing enhanced and state of the art facilities encompassing the ever increasing demand for STEAM subjects and a knowledge centre focussing on multi-media and ICT.

## There are three boarding houses:

- ◆ Walters for prep and junior girls (7 – 13)
- ◆ Cooper for Senior girls (13 – 16)
- ◆ The Sixth Form Centre – School House and the Jerred Study Centre





## Godolphin Prep

The school operates a whole school approach. Situated on the same site, Godolphin Prep is an integral part of Godolphin and the Prep girls having access to all facilities at the school. These include the outstanding art department, swimming pool and sports facilities, science and IT labs and the Performing Arts Centre. Specialist teaching staff are shared between the Senior and Prep schools.

Transition to the senior school is made as seamless as possible and Year 6 girls in the Prep participate in a bespoke Elizabeth Godolphin Award programme, which prepares them for the change from Prep to Senior School.

Most girls move from Godolphin Prep to the Senior School via the bespoke Godolphin 11+ Assessment process.

*"A very special place to grow-up in"*  
**Good Schools Guide**

*"Here is a school where the girls achieve success without stress"*  
**Tatler Schools Guide**

*"Thank you for everything you have done for our daughter – not only for the excellent exam results but for the wonderful young lady she has become"*

**Parent quote**

*"The quality of the girls' achievements in academic and extra-curricular activities is excellent. From the EYFS, and throughout the school, the girls are highly articulate and show a wide range of well-developed skills."*

**ISI Inspection**



## Job Description

<b>Post Title:</b>	Marketing & Admissions Administrator
<b>Reporting to:</b>	Head of Admissions & Head of Marketing
<b>Location:</b>	Godolphin School, Milford Hill, Salisbury, Wilts. SP1 2RA (tel: 01722 430500)
<b>Salary:</b>	£18,000

## Overview

To assist the Head of Admissions and Head of Marketing with the efficient administration of the daily functions and routines of the department. To provide general administrative support to ensure smooth running of the Admissions & Marketing Departments.

## Duties & Responsibilities

### Admissions

- Working closely with the Admissions teams to provide professional and high quality admissions service to all enquirers, applicants and their families.
- Work collaboratively with Admissions staff to deliver a high quality standard of support ensuring that procedures are adhered to.
- Co-ordination of prospective pupil and parent visits including requesting school references and preparing information
- Meet with Visitors if needed when Head or Head of Admissions not available.
- Mailing of all school prospectus/literature, on and off line.
- Merging labels and letters and posting appropriate information
- Assisting with registrations, sending out receipts, filing registration forms and updating information on the database

### Marketing

General administrative support to the Marketing Department. An 'extra pair of hands' in this busy department supporting this two-man team with day to day activity. To include:

- Assist with the organisation and planning of key school events – Snapshot Mornings, 11 + Assessments, Dinners etc.





- Support team with preparation and attendance at Feeder School Events & Expos
- Audit and stock control of school publications, literature and promotional goods
- Assist with termly digital communications to prospective parents.
- Working with Head of Outreach to support events programme and database

## Person Specification

Evidence and relevant experience of the following is desirable:

- Initiative and positive attitude
- A team player
- Good organisation skills
- Excellent communication skills
- Work well under pressure
- Experience of delivering customer service
- Confidentiality & Discretion
- Attention to detail
- IT Literacy & Numeracy
- Good telephone manner
- Enthusiasm
- Ability to interact and work effectively with staff, pupils, visitors

## Terms of Employment

- Full time
- Notice period is one month
- Hours of work - Monday/Friday – 0800/1700 - One hour for lunch
- There may be occasions when you will need to attend school events, which usually take place either in the evenings or at the weekends.
- Other benefits include access to a government pension scheme and excellent lunches in the school dining room
- There will be times in the academic year when other members of the Admissions & Marketing team will require additional support. Likewise, you will receive their support as and when required.

## Application Process

For a non-teaching application form, please visit:  
<https://www.godolphin.org/community/vacancies>

Please do not send a curriculum vitae. Your application, including the names of two professional referees, should reach Mrs Wilson, Godolphin School, Salisbury, Wiltshire SP1 2RA by **9am on Friday 19 April**.

**Interviews will be held w/c Monday 29 April.**

*Godolphin is committed to safeguarding the welfare of children and young people and expects all staff and students to share this commitment. The successful application will be subject to enhanced clearance through the DBS. We reserve the right to appoint at any stage in the application process.*

**April 2019**