

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appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded.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

Art at Badminton is a flourishing department, which enjoys an outstanding environment with exceptional purpose-built facilities. It has a history of achieving success with students at all levels. Girls are taught Art in Year 7 to Year 9, before being able to choose it as an option for GCSE and then A Level. Art is a popular option at examination level. Currently the Art Department offers a broad curriculum and to support this it houses multi use spaces and specialist areas for photography, graphic design, textiles, metal work, printmaking and ceramics. The Art Department has a permanent gallery space within the Creative Arts Centre and pupils work is displayed continuously in the gallery space throughout the year, sometimes alongside the work of professional artists. The gallery also provides additional space for events, lectures, workshops and open days.

The department follows the AQA GCSE and A Level Art specifications in Fine Art, Art, Craft and Design, Photography and Graphic Design. Girls work in a range of media and excel at all levels: GCSE and A Level results are outstanding. The majority of girls leaving Sixth Form go on to Higher Education and every year the Art Department support girls who apply to study in greater depth Art and Design and History of Art at universities including Cambridge, Oxford, Chelsea School of Art, Central St Martins, London School of Fashion, University of Central London. Former A Level pupils have progressed on to achieve outstanding results in Art related subjects at top universities in the UK and overseas.

There are four specialist teachers in the department and the Art Technician works under the direction of the Head of Art to support the work of staff and students. Part of the Art Technician's role is to assist in the production of sets for drama productions in both the Senior and Junior School. In this capacity he or she will work closely with the Head of Drama.

Accountability:

The Art Technician is line managed by the Head of Department. All Support Staff are responsible to Deputy Heads, the Director of Finance and Operations and ultimately to the Head.

Key Responsibilities for the Art Technician include:

Under the direction of the Head of Art, the technician will be expected to:

- maintain and organise art storage areas
- co-ordinate orders for art supplies, including reception, storage and following-up discrepancies, maintaining stock of consumables
- liaise with external suppliers and contractors as necessary to source and collect art resources
- help to create an orderly, clean and safe environment
- oversee day-to-day operation and management of the specially equipped rooms, including the kiln room, (reclamation of clay and loading/unloading items) and the darkroom, (storing and preparing chemicals for use and maintaining equipment)
- oversee the maintenance of equipment in the department and keep up-to-date records
- assist staff with preparation of materials for lessons and with tidying and putting away equipment afterwards
- offer occasional technical support during lessons
- store tools, equipment and consumables in a tidy and organised way
- advise teachers of potential problems with equipment
- report on any Health and Safety issues and prepare for checks on electrical equipment
- assist with Risk Assessments and Health and Safety Audits
- put up displays of work and exhibitions in the Creative Arts Centre and in the main school corridors and reception areas
- assist senior pupils with the preparation of resources such as preparing canvasses and help with the technical aspects of installation work
- help to prepare for the moderation of GCSE and A Level work

- organise the storage, return and cataloguing of pupils' work
- assist with the production of digital publicity materials to promote and market art events, workshops and exhibitions, including Open Days and Art competitions
- assist with hospitality during events, exhibitions, workshops and Open Days
- digitally document artwork and events within the department and digitally edit and archive for use within the department as well as by others (such as Events and Marketing)
- help with keeping the department's digital interface up to date
- assist with reprographics and ICT administration
- respond to requests from staff in other departments and areas of the school
- attend departmental and full staff meetings as required, and to be up-to-date with school policies and procedures
- participate in arrangements for staff training and development as required
- undertake any duty reasonably requested by the Head of Art, Head of Drama or Headmistress.
- assist with the design, creation of props and stage sets for Senior and Junior School productions under the direction of the Head of Drama.

This is not an exhaustive list of tasks. 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. This job description is subject to regular discussion and review.

Education and qualifications

This is an exciting opportunity for someone with the relevant skill set and experience to work in a school with a friendly and supportive ethos.

Experience and skills

Essential skills to meet the requirements of the role:

- good practical skills with the ability to use a range of tools and equipment
- confident ICT skills, with familiarity of Adobe Creative Suite (**or willingness to learn to use Adobe CS*)
- excellent inter-personal and communication skills to work with staff in the department and with other support staff and to respond sensitively to the needs of staff and pupils in a creative environment
- awareness of health and safety issues
- excellent organisational skills and the confidence to work independently as well as within a team to meet the demands of the timetable
- an interest in the visual arts
- ability to gain job satisfaction from a range of essential administrative tasks that enable the work of the department to proceed

Desirable skills to meet the requirements of the role:

- relevant qualification in an Arts subject area. Whilst a degree in Visual Arts is desirable, please note that A level qualifications in relevant subject(s) are essential
- experience of working in the visual and / or creative arts industries
- experience of working in an educational environment

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;
- To be supportive of and committed to the School's policies on Child Protection;
- 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.

Personal qualities

Applicants will have the following attributes: they will be personable; of smart appearance; possess good social skills; be well organised; be punctual and efficient in organising workload; have effective time-management; work well in a team and be responsive to advice and guidance.

The suitable applicant will be bright, personable, hard-working and have personal integrity. All applicants are expected to share the School's vision of the benefits that single sex education provides.

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 24th June 2019**. **Interviews will take place on Wednesday 26th June 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.

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. Failing to do this will cause unnecessary delays in the processing of your application.

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@badmintonschool.co.uk.

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The School strives to contact all unsuccessful applicants to let them know that their application has not been successful. It is the School's policy not to provide individual feedback to candidates on why an application has not been successful

The School underwent an ISI Regulatory Compliance Inspection in April 2018; the full report is available via a link from our website www.badmintonschool.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.

This post requires 32.5 hours a week in term time only. Ideally, these will be spread equally through the week, for example, five days of seven hours per day with a 10.00am to 5.00pm start, with a half hour unpaid lunch break, but other arrangements may be possible by mutual agreement. The department will require the post holder to work one evening per week in order to be on duty in the Creative Arts Centre. The hours on this day will be 1.00pm – 8.00pm and will be agreed with the Head of Art.

The Art Technician is expected to work for some days before and after the end of each term. This is achieved by the Art Technician working a full week in the first week of term, regardless of the actual start day and a full week in the final week of term, regardless of the actual finish date.

Actual salary will be in the range £13,279 - £15,176 per annum (Full time salary in the range £21,000 - £24,000 per annum), subject to relevant skills and experience.

The post-holder is entitled to paid holiday per annum (pro rata based on the full time entitlement of 25 days) as well as the statutory holidays (pro rata). As the post-holder is not entitled to take this holiday allowance within the contracted working weeks, payment for both the contractual and statutory holiday entitlement elements are included within the overall annual salary payment.

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 8% and 3% respectively, as at April 2019).

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.