

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appointment at the time of interview, as failure to do so could result in an appointment not being confirmed, or being rescinded.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 350 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 Estates Department

The Estates team provides a wide, diverse range, of support services to the school, encompassing, but not limited to:

- Site Security
- Portering of post, parcels, deliveries, goods and equipment
- Waste management
- Grounds maintenance
- Hall, classroom set up for events and functions
- In-house mechanical, electrical and buildings maintenance including painting, decorating and carpentry
- Legal compliance monitoring and recording such as legionella, fire safe systems, asbestos and emergency lighting

The School campus is viewed as an important feature and contains attractive formal gardens, areas of planting and mature trees. Badminton School is a boarding school, with many pupils and staff living on site 24 hours a day during term-time and some staff in residence all year round. In addition, the School's support functions operate all year round and a substantial part of the workforce is on the campus during all school holidays when commercial activities are at their peak, so it is essential that full gardening and grounds services are provided all year round.

There are also formal and informal outdoor play and sporting areas. The School places high importance on maintaining all of the campus to a very high standard. This includes gardens, grounds and areas of hard landscaping and also drives and pathways. Gardens range from a formal English rose garden planted with the "Badminton Rose" to the "Rough Patch", a play area for the Junior School with a woodland character.

Within the Estates team the School employs gardening technicians who undertake a wide range of planned and unplanned work on the School campus. Contractors are employed for work which is specialist in nature or which requires resources beyond the capacity of the department. It is essential for the School gardeners to work collaboratively with our external contractors.

Accountability:

All staff are accountable to the Deputy Head (Academic) on academic matters, to the Deputy Head (Pastoral) and Designated Safeguarding Lead on matters of welfare and discipline, to the Deputy Head (School Management) and to the Director of Finance and Operations on financial matters and ultimately to the Headmistress.

The Gardening Estates Technician is line managed by the Lead Gardener.

The Role:

This is a role for a candidate who has a real interest in horticulture. The successful applicant may have limited experience, but will be able to demonstrate a real enjoyment of horticulture and gardening. The School will offer opportunity for training and development.

Duties include gardening, upkeep of the grounds and general estate duties. These include, but are not restricted to the following:

Horticultural Duties

Working with the School's appointed external contractor on:

- Planting (Bedding schemes and campus development) tending herbaceous borders and maintaining hanging baskets and other container plants.
- Input into design of seasonal planting and of new schemes including garden design.
- Grass cutting and lawn care.
- Pruning rose garden, fruit trees and shrubs.

- The safe use of pesticides in line with COSHH regulations.
- Regular maintenance and safe use of the gardening equipment and machinery.
- Assist with bringing on plants from seed in the School's greenhouses prior to planting out.
- Assist in composting and recycling schemes.

Grounds

- The School's perimeter hedges, walls and fencing.
- All outdoor sweeping of paths, steps, external stairways, courtyards, patios and games areas.
- All-weather pitch maintenance – to include line marking.
- Control of weeds
- Tennis court maintenance
- The Junior School play areas.
- The cleaning of gutters, gullies, drains etc. of leaves and debris.

Other Duties

- Maintenance duties in consultation with the Estates Manager when required.
- Security: Maintain vigilance and challenge all unauthorised visitors or intruders or those suspected of being so, particularly young males.
- Keeping site clean and tidy and free of litter and rubbish.
- Refuse and recycling bin collection.
- Performance of regular inspection checks on school minibus and routine upkeep/cleaning of minibus; ensuring that minibus fuel is regularly topped up.
- Some assistance to the portering team at busy times such as start and end of term.
- Car parking: providing support when required for directing traffic and controlling vehicle movement on campus.
- Other duties as directed by the Estates Manager.
- To undertake such other tasks as may be reasonably required commensurate with the nature of the post.

All applicants are expected to share the School's vision of the benefits that single sex education provides.

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 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. 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

The successful candidate will have horticultural experience and may have a formal horticulture qualification. Experience and evidence of a keen interest in horticulture will be more important than qualifications.

The post-holder must be able to work in a team and will also be expected to work independently on specific tasks. The post-holder will be expected to work in a tidy and organised manner. The nature of the role means that an ability to carry out a broad range of physical work is essential.

The post-holder must hold a current driving licence.

Personal qualities

Applicants will be personable, of smart appearance and have good social skills. They will be organised, punctual and efficient in organising their workload and managing their time effectively. They will work well in a team and be responsive to advice and guidance.

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Applicants will be personable, of smart appearance and have good social skills; organised, punctual and efficient in organising workload and managing time effectively and work well in a team and be responsive to advice and guidance.

You will be bright, personable, hard-working and well-presented, with the utmost 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 20 January 2020. Interviews will take place on Wednesday 29 January 2020.**

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 your employment history will be explored at interview.

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 is a full-time appointment based on a 40-hour week. Working hours are 7.30am to 4.30pm with a one hour unpaid break for lunch. There will be occasional Saturday morning cover for events from time to time, for which equivalent time off in lieu will be given.

Actual salary will be in the range £18,360 - £22,440 per annum, subject to relevant skills and experience.

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

- 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 employee 3% and employer 5%).

Offer of the Post

This post is offered as a full time permanent position.

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.