



BADMINTON
SCHOOL



Badminton School

PREP SCHOOL ADMINISTRATOR VACANCY 2026

Message from the Head



Dear Candidate

Thank you for taking an interest in the role of Prep School 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 Prep School.

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".

Message from the Head of Prep



Dear Candidate

At Badminton Prep we pride ourselves on being kind, thoughtful and courteous individuals. An opportunity has arisen for a caring and innovative teacher to join our teaching team.

We are very proud of our history where we set out to be a pioneering school. We are looking for a kind and inspirational Prep School Administrator to join our team. If you are keen to share your passion with our pupils, we would love to hear from you.

I look forward to receiving your application.

Mrs Heidi Welch,
Head of the Prep School

Prep School Administrator Job Description

Hours

Working hours are 1.00 pm to 6.00 pm, Monday to Friday (25 hours per week) during term time.

Salary

The actual salary for the post is £12,911 per annum (£27,199 FTE)

Additional benefits include:

- Lunch is provided (during term time and when the kitchen is operational)
- Free onsite parking;
- Use of the school gym and heated swimming pool (at designated times)
- Pension membership.

Meet the Prep School

The Prep School currently comprises of pupils from Pre-Reception (aged 3) to Year 6, aged 11 years old. Generally, we have one class in Reception to Year 3 and two classes from Year 4 to Year 6. The Prep School is in one building on a shared campus with the Senior School and we utilise many of the facilities including a well-equipped Sports Centre and large performance hall. Our pupils go swimming twice a week as part of their timetable in our on-site swimming pool. The pupils are taught by inspirational and caring teachers who create a warm and family feel to the school and we come off timetable on Friday afternoons for a huge variety of extracurricular activities. The Prep School has a caring feel and is a supportive and happy place to work. We have four Golden Roots that form the ethos of our community, they are: be kind and respect everyone, make safe choices, believe in yourself and work and play well with others.

Aim of the Role

The Prep School Administrator will play a key role in supporting the day-to-day life of a busy Prep School. As the first point of contact for all members of the school community, the postholder will be based at the front desk and must provide a warm, friendly and professional welcome to pupils, parents and visitors. This varied position includes producing and collating the weekly Prep School newsletter, managing club administration and sign-ups, and providing comprehensive administrative support across the school. The postholder will maintain a visible and approachable presence during pupil pick-up and late stay, ensuring the smooth running of daily routines and effective communication with families. Building positive relationships with pupils, parents and staff is central to the role, ensuring that all feel welcomed, informed and well supported. The successful candidate will also be proactive in keeping abreast of all aspects of school life, contributing to the efficient organisation and administration of a dynamic and thriving Prep School environment

Prep School Administrator Job Description

Accountability

All Prep School staff are accountable to the Head of Prep School

Main Responsibilities

- **Act as the first point of contact for pupils, parents, staff and visitors:** managing enquiries in a warm and professional manner and ensuring queries are handled promptly and effectively. Operate the Prep School switchboard; answering the telephone and taking and passing on messages; Receiving visitors and guests
- **Produce and distribute the weekly Prep School newsletter and other communications:** ensuring all information is accurate, well-presented and timely, with a high level of attention to detail.
- **Manage extracurricular club administration:** including maintaining up-to-date registers, coordinating sign-ups, and liaising with internal staff and external providers across a range of activities such as sport, music and enrichment.
- **Support pupil welfare throughout the school day:** responding to queries, assisting with arrangements for extracurricular lessons, escorting pupils to the medical centre where required, and accurately completing accident or incident records.

Oversee afternoon attendance and after-school provision processes: including signing pupils out, updating school records, notifying relevant authorities (such as the local council) of pupil movements, organising and coordinating parents' evening calendars and contributing to the smooth and efficient administration of a busy Prep School. Producing lists from ISAMS, the School management information system, for emergency contacts and Late Stay;

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.

Prep School Administrator – Person Specification

Qualifications

Essential:

- GCSE (or equivalent) in English and Mathematics
- Good general standard of education

Desirable

- NVQ Level 3 (or equivalent) in Business Administration or related field
- Relevant administrative training

Experience

Essential:

- Experience of working in an administrative role
- Experience of dealing with parents, pupils or customers in a front-facing environment
- Experience of handling sensitive information with confidentiality
- Experience of organising and prioritising a varied workload

Desirable:

- Experience of working in a school or educational setting
- Experience of managing communications (e.g. newsletters, emails)
- Experience of coordinating clubs or activities

Knowledge and Skills

Essential

- Excellent communication skills, both written and verbal
- Strong organisational skills and attention to detail
- Ability to manage multiple tasks and meet deadlines
- Confident IT skills including Microsoft Office
- Ability to maintain accurate records and databases
- Ability to build positive relationships with pupils, parents and staff

Desirable

- Knowledge of school systems (e.g. MIS, ISAMs systems)
- Understanding of safeguarding procedures in schools
- Experience of communication platforms or newsletters

Prep School Administrator – Person Specification

Personal Qualities

Essential:

- Warm, friendly and approachable manner
- Professional and welcoming as the first point of contact
- Calm and flexible approach in a busy environment
- Proactive and willing to take initiative
- Strong interpersonal skills and team player
- High level of discretion and integrity

Desirable:

- Commitment to the ethos and values of the school
- Enthusiasm for working in a prep school environment

Other Requirements

Essential:

- Ability to support pupil welfare, including managing queries and responding appropriately to needs
- Ability to oversee administrative processes such as attendance, after-school provision and pupil records
- Commitment to safeguarding and promoting the welfare of children

Desirable:

- First Aid qualification (or willingness to train)

Application Process

For information about the application deadline for this vacancy, and to apply, please visit the careers page on our website.

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.

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

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.

Additional Information

Compliance

The school underwent an ISI Routine Inspection December 2025; 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 people 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 Benefits

What it is like to work at Badminton School

Big enough to matter,
small enough to care

Cycle to work
scheme

Staff Induction
program and
mentoring
scheme

Friendly
colleagues

Boarding and
Day School

Homely environment

Beautiful grounds and
well-maintained buildings

Girls aged
3 – 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

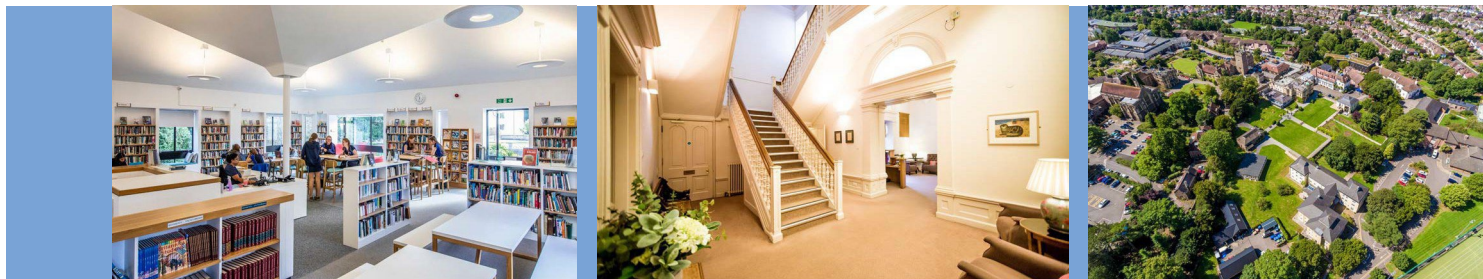


Badminton School is an independent day and boarding school for girls aged 3 – 18 years. Its location in Westbury-on-Trym on the leafy outskirts of the university city of Bristol provides all the amenities and opportunities of a diverse city, mixed with the green open space of the surrounding areas. The 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!

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 Prep School there are approximately 110 girls, most of whom are day pupils; in the Senior School there are over 400 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)	2025	2024	2023
Grades A*/A	50%	61%	48%
Grades A*, A, B	73%	82%	73%
Average subjects per candidate	3.2	3.2	3.1

GCSE (Year 11)	2025	2024	2023
Grades A* - A/9 - 7 (includes 9-7 for 2017/18 onwards)	75%	62%	69%
Grades A* - B (includes 9-6 for 2017/18 onwards)	88%	82%	83%
Average subjects per candidate	9.1	9.1	9.8

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

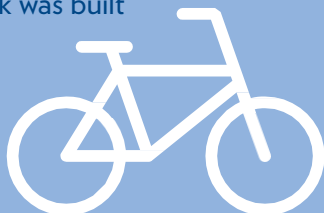


Continued investment in Bristol shows confidence in the area remains high. The local economy is expected to keep growing for the next few years.

3

Cycle everywhere

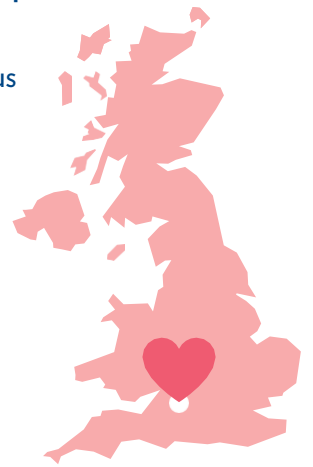
Bristol was the UK's first cycling city. You only have to look outside to see how cycling mad the city of Bristol is. There is an impressive number of urban cycle routes and the first bit of the National Cycle Network was built right here in our city.



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, 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.



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