



BISHOP
WORDSWORTH'S
SCHOOL



BISHOP WORDSWORTH'S SCHOOL TRIPS & LETTINGS ADMINISTRATOR

www.bishopwordsworths.org.uk



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THE SCHOOL

HISTORY AND TRADITION

Bishop John Wordsworth intended that his school should provide a centre of academic excellence in the heart of Salisbury. Since 1890 Bishop's has fulfilled that mission, and today we educate 1,180 students aged between 11 and 18 including approximately 133 girls in our now fully co-educational sixth form. In the shadow of the Cathedral spire our eclectic buildings span the seventeenth to the twenty-first centuries, reflecting the school's heritage. This creates a very special atmosphere in which students are conscious, on a daily basis, of their part in a long tradition of academic endeavour.

ADMISSIONS

As a Church of England Grammar School and Academy, we set our policy on admissions and choose our 11+ entrance exam provider. We admit 160 boys who have passed the 11+ exam into year 7 each September and our Sixth Form admits around 200 students who have achieved the required academic standard in year 12. Any student living within reasonable travelling distance of Salisbury is welcome to apply and students from the broadest range of schools and backgrounds thrive here. Further information about the structure of the school is on page 5.

EXTRA-CURRICULAR

A broad extra-curricular programme helps students to understand more of the world, enabling them to challenge themselves and thereby grow as individuals. We provide many and varied opportunities so that every student has the chance to find new interests and achieve great things. We value equally the commitment of students who give their best to an activity they enjoy. More detailed information about extra-curricular activities can be found on pages 7 and 8.

HIGH EXPECTATIONS AND HIGH ACHIEVEMENT

Bishop's is one of the best-performing schools in the country and outstanding levels of success are part of everyday life. We never take this for granted, however, and continuously support and encourage our students to commit themselves fully to all that they do. Well aware of our expectations, students relish the opportunity to aim high and achieve their goals. Every student is encouraged to find something at which they excel and to develop their self-confidence.

CHRISTIAN VALUES

Our church school ethos permeates the fabric of life here – from regular worship in the cathedral and our chapel, through religious education, to the way we operate as a community. We welcome students of all faiths or none, but the Christian values of respect and tolerance for all, provide a moral compass that influences everyone, both personally and culturally.

SPIRIT OF TOGETHERNESS

As the school motto "Veritas in Caritate" (truth through caring) suggests, consideration and thoughtfulness are central to life at Bishop's. Right from day one, we work hard to make students feel valued and welcome. Within each year there are five tutor groups of around 32 students, led by form tutors. During Year 7 we monitor these groups carefully, knowing that the happier students are, the quicker they will settle in and flourish. If problems arise, the form tutor or the relevant Heads of School are the first point of contact. Heads of School operate an 'open door' policy whenever possible and in our Sixth Form, every student is allocated a personal mentor, closely matched to the individual students' academic specialism.

BISHOP'S STRUCTURE

LOWER SCHOOL (YEARS 7 & 8)

The routine of daily life for Years 7-8 at Bishop's is organised and run by the Lower School Office, which monitors the academic progress of the students and is responsible for their well-being and any pastoral issues. It receives information on all aspects of students' schooling, including rewards and sanctions, so that staff can both support and challenge students to do their best. Students are taught mainly within their tutor groups and follow a common timetable, while departments begin GCSE syllabuses in Year 9. As a minimum, teaching in all subjects follows the National Curriculum and the knowledge, understanding and skills that students acquire lay solid foundations for their future studies.

MIDDLE SCHOOL (YEARS 9 to 11)

The school places great emphasis on ensuring that students achieve the highest academic standards of which they are capable, whilst encouraging them to develop their social, cultural and recreational skills and interests at the same time. This means that we adopt a firm but caring approach to all aspects of school life. The staff endeavour to work closely with parents in ensuring that students spend their time at school profitably but happily.

In the Middle School this policy is carried out by working closely with students and parents on academic, pastoral and career matters and by trying to equip them with a good range of qualifications and skills by the end of Year 11 - whether they go on to enter the Sixth Form or leave the school at this stage. Pastoral care is delivered through the tutorial programme and personal interviews carried out by tutors within our tutorial programme. Impartial Careers Guidance is provided by the School's Careers Adviser and the School Chaplain is also available for counselling and guidance. Members of the pastoral team maintain regular contact with Middle School students and with one another and regularly meet with the Headteacher to discuss students' progress.

SIXTH FORM

We offer outstanding academic opportunities that will allow students to enjoy their chosen subjects and achieve the highest grades. Our experienced subject specialists teach a wide selection of courses, and our aim is both to deliver in terms of results and also build independence in our students. Because of this, Bishop's students are sought after by both universities and employers.

Each year around half of our Year 12 students join us from other schools. Since September 2020, our Sixth Form has been fully co-educational; we currently have 391 students in Years 12 & 13 of which 133 are female. For this current 2023-24 academic year we have accepted 191 new Year 12 students into the sixth form of which 70 are female.

We are also proud of the strong communities and rich opportunities our school offers. Our students enjoy strong friendships, and excel in music, drama and a wide variety of sporting and academic competitions, as well as providing leadership for younger students. They display responsibility, humour and creativity, and contribute freely to the life of our wider local community. Bishop's also has a standing across the globe and students return regularly to bring their huge breadth of experience back to benefit our current students.



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ACADEMIC LIFE

Rigour, depth and breadth characterise academic life at Bishop's. Students enjoy being taught by highly qualified subject specialists. Teachers teach so that students do well – but also to extend their knowledge and understanding beyond the narrow confines of exam syllabi.

Throughout, we aim to engender a passion for learning and the development of skills to pursue that passion independently. In and out of school there are countless opportunities for students to develop their academic interests – workshops, lectures, master classes, fieldwork and more. Students regularly take part in school and national competitions, with many gaining success both within and beyond the curriculum.

A Level Results 2023

100% pass rate, 75% A*-B, 13 students A* in all papers
20 places at Oxford & Cambridge

Over 75% of the grades were at A*-B; at 190 students, this was our biggest year group yet. Our students secured 20 places to study at Oxford and Cambridge with 52 of them gaining all of their results at A*/A grade, and an extraordinary 13 at the top of the year group passed every A level paper that they took at A*. The strength of their performance will have once again put their school in the premier league this year.



GCSE results 2023

42.1% 9-8 / A*
63.6% 9-7 / A*-A

The 155 students in Bishop's Year 11 gained nearly 64% of all of their papers at Grades 7-9, with 33 of the year group passing all of their papers at one of the top three grades. This set of results comes at the end of several years' determined effort for students who had experienced education that was disrupted by the pandemic. They have been helped through those difficult times by the determination and creativity of their teachers, and the unwavering support of parents.



A Level Results 2022

100% pass rate, 82% A*-B, 31% A*
11 places at Oxford & Cambridge

GCSE results 2022

56.2% 9-8 / A*
75.7% 9-7 / A*-A

Careers Provision

Planning for the future is a significant part of education at Bishop's, with a comprehensive careers programme enabling students to find out about all options including higher, further and technical education and apprenticeships. This is supported by access to a fully qualified, experienced, careers adviser, registered with the Careers Development Institute. Throughout the school year for all Year groups ensuring that students receive expert advice at the time that they want it. Our provision is fully aligned to current statutory guidance from the Government and we are implementing the 8 Gatsby Benchmarks.

Bishop's hosts the largest HE and Careers Convention in the region each year with a series of seminars for students on Higher Education. Information on apprenticeships and school leaver programmes is also available with an opportunity to talk with alumni who have successfully chosen this route.



EXTRA - CURRICULAR ACTIVITIES

TRIPS, OUTDOOR EDUCATION AND CLUBS

As well as the trips to France, Germany and Spain, Bishop's offers pupils the chance to take part in a wide range of extra-curricular activities. We encourage all students to take part in the rich co-curricular life of the school which enables students to take on leadership roles within the house and prefect systems, to enjoy a variety of sports, to undertake community service and to help support the development of younger pupils in the school.

For outdoor education enthusiasts, we run residential visits to Pencelli in South Wales, as well as Bronze, Silver & Gold Duke of Edinburgh expeditions and Ten Tors. Our Outdoor Adventure programme is designed to challenge students mentally and physically and help them transfer the emotional strength gained from these experiences to everyday life. We aim to provide the pathways whereby each Bishop's student can become a self-sufficient and driven young adult who feels at home within adventure based environments.

Over 40 clubs and societies meet during lunch breaks or after school. A student can become involved in voluntary work locally, play chess, try debating or film-making. The opportunities to experience activities and destinations here and abroad are immense. A willingness to contribute to this range of activities is essential to working at this outstanding school.



MUSIC

Musicians and artists are given the chance to display their skills in various concerts. The music department runs a school choir, orchestra, big band, as well as offering opportunities for chamber groups and music theory and technology sessions.

The school choir is 60 strong, leading all major school services including the monthly school service in Salisbury Cathedral. It performs up to six other concerts in a school year, with one major oratorio which this year was Vivaldi's Gloria. There are also yearly joint Evensong with two other Grammar Schools at St Peter's College, Oxford.

We also have a school wind band, string and Lower School Orchestras, all that perform to a very high standard and do so regularly.

The school chapel houses a Viscount Chorum 90 organ which is used for daily school worship, with several students who are learning the organ and provided with the opportunity to play at school chapel services.



SPORT

Bishop's has a proud history and tradition of sporting provision, whether it is for our top performers or the beginner. Sport plays a central role in the school's aims to encourage all our students to develop their potential by setting themselves the highest standards of excellence and achievement with integrity and confidence. The school's broad range of sport activities provides students with a well-rounded, balanced education catering for a wide range of talents and interests and adds great enjoyment to students' school lives.

We are committed to providing inclusive, challenging and enriching Physical Education and sporting opportunities, which promote high standards of performance and a positive attitude towards sport and physical activity for life, to inspire and motivate all our students to lead happy, purposeful and responsible lives. We strive for national recognition across a wide range of sports and compete on a local, regional and national level, with a multitude of sports available and success achieved across the board. We also encourage our students to compete outside of school in order to gain an invaluable team and social experience. This enables both Bishop's and the clubs to benefit from a more knowledgeable, experienced and skilled pool of talent.

Competitive sport is in the lifeblood of the school. Rugby, Cross Country, Athletics, Basketball, Soccer, Hockey, Netball, Cricket and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West of England. While we are justly proud of our outstanding reputation for sporting success both regionally and nationally, we value equally the commitment of students who give their best to an activity they enjoy.



DRAMA

All students in KS3 have a double lesson of Drama every week and the School stages a play or musical each year for those interested in acting, technical support, stage management, music to set design with students keen to get involved. Sixth formers are also involved in running a lower school Drama Club. We have many former students who have gone into the performing arts and who enjoy successful careers.

Ralph Fiennes: (Bishop's 1976–1981) One of the UK's most highly-regarded and internationally celebrated actors.

David Oakes: (Bishop's 1995–2002) Trained at Bristol Old Vic, best known for *The Pillars of the Earth*.





STAFF AND THEIR WELFARE

The Governors and the school's Senior Leadership Team (SLT) are committed to fostering a culture of cooperation, trust and mutual respect and recognise that work-related stress has a negative impact on employee well-being. With a strong emphasis on providing ample opportunities for personal and professional development, a structured appraisal system enables regular feedback and goal setting and the school's commitment to its employees' growth is evident in the generous budget allocated for Continuing Professional Development, encouraging staff members to expand their skill sets and expertise. Fostering a collaborative environment, the school promotes a robust ethos of teamwork, recognising that collective efforts lead to exceptional results. The Governors and SLT actively seek continuous improvement in this area, ensuring that their employees happiness and growth remain at the heart of the school's culture.

All staff are encouraged to participate in events undertaken by the school to promote health and wellbeing through a Wellbeing Committee where staff can meet to discuss such issues and promote initiatives. Bishop's encourages all staff to focus on their physical health, and the school gym is available to use after school hours. There is a staff badminton club, yoga sessions are also offered and the school offers a Cycle to Work scheme. Our 'Free Cake Friday' encourages all staff to get together over a cuppa and cake each week for a chance to get to know each other in a friendly environment.

BWS FOUNDATION

The Foundation supports Bishop's students by providing grants and bursaries for uniform, extracurricular activities and transport for the benefit of those pupils who would otherwise be unable to afford such things.

INTERNSHIP OPPORTUNITIES

Students can access our extensive network of Bishop's Alumni professional contacts with through LinkedIn (around 2,000 contacts), and the Bishop's Foundation also has a Career Enablement arrangement through which we may be able to arrange internship opportunities in the City of London.



PERSON SPECIFICATION

The following are essential or desirable characteristics associated with the post of a Trips & Lettings Administrator at Bishop Wordsworth's School. Evidence will be drawn from the application form and explored at interview.

Qualifications & Experience

Essential:

- A minimum of 12 months experience in administrative work;
- Experience of composing letters and communications;
- Experience of working in an office environment.

Desirable:

- A good education (to include a minimum standard of GCSE (grade A*-C/9-5) or equivalent, in
- English & Maths;
- Experience of working within the education sector and knowledge of our MIS system, Bromcom.

Knowledge & Skills

Essential:

- Demonstrate strong ICT skills, including proficiency in Microsoft Word and Excel;
- Utilise ICT skills to manipulate data and generate reports;
- Excellent communication and interpersonal skills;
- Detail orientated with strong organisational skills;
- Ability to work well under pressure and meet deadlines;
- Ability to work constructively as part of a team;
- Ability to work independently;
- Efficient and meticulous in organisation;
- Ability to show initiative and adapt to changing priorities;
- Ability to improve own practice/knowledge through self-evaluation, CPD and learning from others.

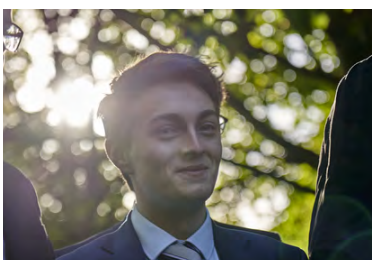
Personal qualities

Essential:

- Initiative and ability to prioritise one's own work and make informed decisions;
- Able to follow direction and work in collaboration with the Finance/Business Process team;
- A positive attitude and a can-do approach;
- Ability to 'think on one's feet' with a positive approach to problem solving;
- Energy, enthusiasm and a great sense of humour;
- Ability to build and form good relationships with colleagues;
- Commitment to the highest standards of child protection and safeguarding;
- Recognition of the importance of personal responsibility for health and safety;
- Commitment to equality, diversity and inclusion.

Desirable;

- Commitment to the school's ethos, aims and a willingness to contribute to extra-curricular activities.



TRIPS & LETTINGS ADMINISTRATOR

JOB DESCRIPTION

Purpose

The following Job Description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties:

- This role requires a combination of organisational skills and effective communication to provide high quality administrative support for Trips, Parent Payments and Lettings within the Finance Team;
- The Postholder will need to respond effectively to changing priorities, be able to manage a high-volume workload, use his/her initiative and to work well under pressure as well as having excellent organisation and administrative skills. Confidentiality, diplomacy, and professionalism are key attributes for this role.
- The role involves some outward facing contact with external third parties, and will require extensive (and often diplomatic) interaction with members of staff and parents.
- The school reserves the right to alter this job description at any time.

Principle Duties and Responsibilities

- Liaise with Trip Leaders, Headteacher, Finance, Cover Manager, Attendance Officer and Reception throughout the trip planning process;
- Add items including trips/paid clubs/extra-curricular courses and events onto the Bromcom parent portal;
- Proof-reading and sending letters to parents via Bromcom;
- To check and record on-line and telephone payments from parents;
- Send timely payment reminders to parents;
- Obtaining price quotes for coaches and subsequent booking of coaches;
- Booking and allocating mobile telephones for trips;
- Liaise with external third parties in respect of new and existing lettings including extra-curricular clubs provided by external third parties;
- Liaise with HR Manager about statutory safer recruitment checks for external letting providers;
- Book rooms for the use of external lettings;
- Liaise with Site team to ensure rooms are available and premises locked after lettings;

In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Professional Conduct

- Be aware of and responsive to the changing nature of BWS, adopt a flexible and pro-active approach to work and contribute to a range of cross-school initiatives to facilitate the delivery of key business objectives;
- Participate in BWS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post as far as appropriate within their job role;
- Ensure compliance with all BWS policies, procedures and regulations and assist in the making and implementation of key decisions;
- Give notice of any absence in line with the BWS's Absence Management Policy;
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination;
- Work within any legislation to which the school is bound by law;
- Take responsibility to promote and maintain a safe and healthy environment for yourself, other staff and students;
- Manage a sustainable work life balance and seek support if issues in this area arise;
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures;
- Participate in the school's system of Appraisals.
- Extra-Curricular Activities
- To contribute to the School's extra-curricular activities programme so as to encourage team working, corporate identity and spirit and enhance opportunities for the students. This is a non-contractual area where staff participation is entirely a matter of discretion and goodwill. However, such involvement carries important reciprocal benefits – for students and the development of the school's ethos but also for the professional development of the colleague concerned.



HOW TO APPLY

Please access the Bishop Wordsworth's School website http://www.Bishop'sschool.org.uk/The_School/Vacancies/ or TES for further specific information about the post and for the application form.

You must complete the BWS application form and may also, if you wish, submit a CV along with your completed application.

You are welcome to visit the school prior to application. Please contact the HR Manager by email or on 01722 333851 to arrange a visit and/or an informal discussion with the Network Manager Mr Andrew White.

Prospective applicants should refer to the school website which provides newsletters and examples of the everyday life of the school, as well as twitter feeds, information about the ethos, governance of the school, curriculum and range of activities that are offered to students.

EQUAL OPPORTUNITIES

Bishop Wordsworth's School is an equal opportunities employer in accordance with the Equality Act 2010. REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1974 (AS AMENDED IN 2013).

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants must therefore provide information about all:

- convictions
- cautions
- warnings
- reprimands
- binding over or other orders
- pending prosecutions
- criminal investigations that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

All offers of employment are subject to satisfactory references as well as an enhanced DBS and other safeguarding checks.

All shortlisted candidates will undergo social media checks prior to interview in line with KCSIE and in order to provide the appointment panel with any information that may be relevant to their suitability, or have an impact on the school's reputation.