



# BISHOP WORDSWORTH'S SCHOOL

SALISBURY, WILTSHIRE

Head Master: Mr M Thorne MSC, BSc

[www.bishopwordsworths.org.uk](http://www.bishopwordsworths.org.uk)

BISHOP  
WORDSWORTH'S  
SCHOOL



## APPOINTMENT OF TRIPS & EVENTS ADMINISTRATOR



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# WELCOME FROM THE HEAD MASTER



Thank you for your interest in joining Bishop Wordsworth's School. We are a community with a clear sense of purpose, built on high standards, mutual respect and a strong commitment to the development of our pupils.

Our ethos is shaped by the Christian foundation of the school and we strive to live by the principles of 'seeking truth', 'growing together' and 'living in love'. Staff play a central role in this, contributing not only through their expertise in the classroom or their professional roles, but also through the wider life of the school and our rich provision of extracurricular activities.

We aim to provide a supportive, well organised and forward looking environment in which colleagues can thrive. As we continue to strengthen our curriculum, broaden opportunities for pupils and make effective use of our resources, we welcome applicants who share our commitment to thoughtful, evidence informed practice and to active involvement in our community.

Thank you again for considering Bishop's.



Mike Thorne  
Head Master



# 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 1,193 students aged between 11 and 18 including approximately 131 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 special atmosphere in which students are conscious of their part in a long tradition of academic endeavour.

## ADMISSIONS

As a Church of England designated Grammar School and Academy we are our own admissions centre and admit 160 boys who have achieved the qualifying standard in the 11+ exam into year 7 each September. Our Sixth Form admits around 200 students who have achieved the required academic standard. Some students travel a considerable distance and we welcome applications from the broadest range of schools and backgrounds.

## 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 from the school play, charity work, DofE, ten-tors and more...

## 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 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 loving) 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.



# THE ROLE

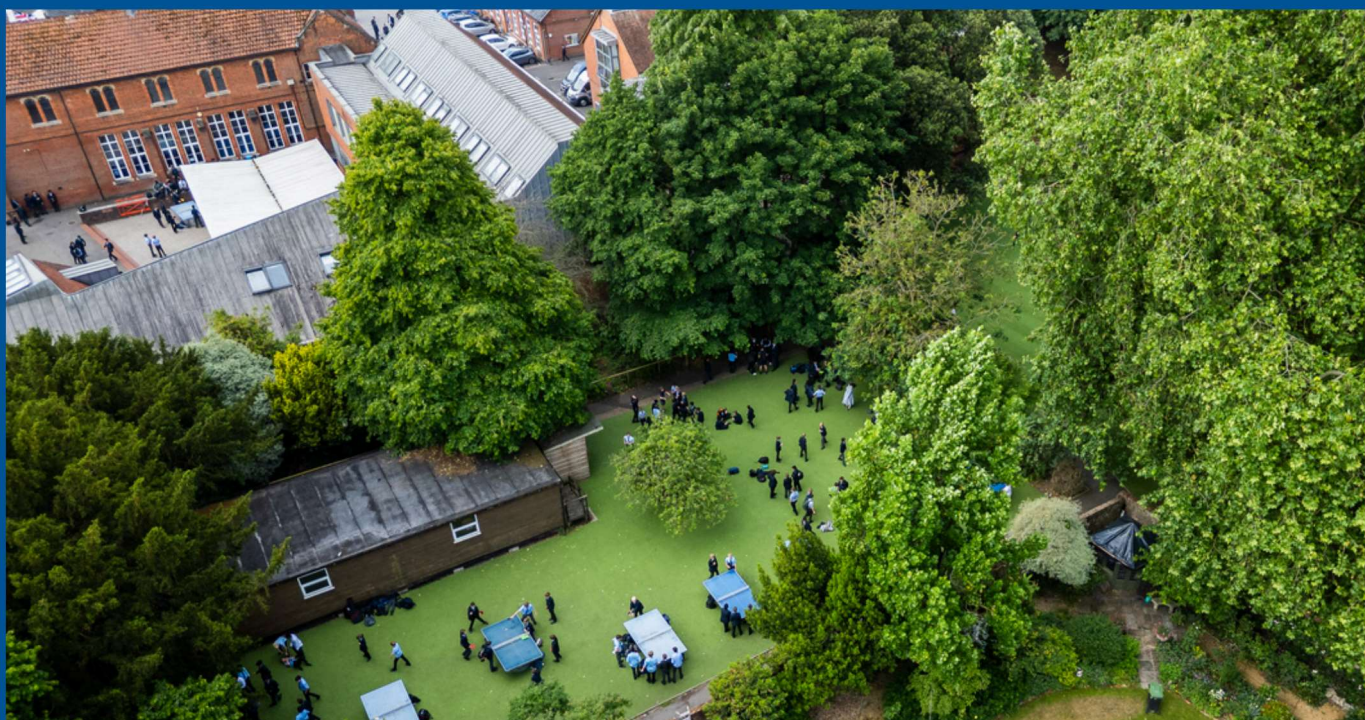
## About the Role

The Trips and Events Administrator plays a vital role within the School, providing high-quality administrative support to ensure the smooth planning and delivery of school trips, parent payments, and external lettings. This is a varied and fast-paced position requiring excellent organisational skills, strong attention to detail, and the ability to manage a high-volume workload with accuracy and efficiency.

The role sits at the centre of coordination across the school, working closely with the Assistant Head EVC, Teaching staff, the Finance team, Site staff, and external providers. It involves regular communication with parents and third parties, requiring a professional, diplomatic, and customer-focused approach at all times.

Applicants will need to demonstrate the ability to prioritise effectively, respond flexibly to changing demands, and use initiative to solve problems. A high level of confidentiality, professionalism, and resilience is essential, as is a commitment to supporting the wider values and safeguarding responsibilities of the school.

This is an excellent opportunity for someone who enjoys working in a dynamic school environment and contributing to the delivery of enriching experiences for students beyond the classroom.



# 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 396 students in Years 12 & 13 of which 131 are female. For this current 2025-26 academic year we have accepted 201 new Year 12 students into the sixth form of which 66 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.

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 2025

- 100% pass rate, 80% A\*-B, 14 students A\* in all papers
- 8 places at Oxford & Cambridge
- 15 students to study Medicine / Veterinary Science
- 89% of University entrants secured their first choice of institution

Over 75% of the grades were at A\*-B; at 196 students. Our students secured 8 places to study at Oxford and Cambridge with 54 of them gaining all of their results at A\*/A grade, and an extraordinary 14 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 2025

- 42% 9-8 / A\*
- 65% 9-7 / A\*-A

The 156 students in Bishop's Year 11 gained over 65% of all of their papers at Grades 7-9, with 31 of the year group passing all of their papers at one of the top three grades. Their results are a testament to the determination and creativity of their teachers, and the unwavering support of parents.

## 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

Bishop's offers students the chance to take part in a wide range of extra-curricular activities and trips including curricula trips to France, Germany and Spain in addition to skiing and sports tours. We encourage all students to take part in the rich co-curricular life of the school which enables them 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 students.

For outdoor education enthusiasts, we run residential visits to Pencelli in South Wales, as well as Bronze, Silver & Gold Duke of Edinburgh expeditions. 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. Local voluntary work, playing chess, debating or film-making are all on offer. The opportunities for enriching experiences are immense. A willingness to contribute to this range of activities is essential to working at Bishops.



## 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.

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 to gain 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, Netball, Cricket and more figure in the sporting calendar, with regular fixtures against schools across Wiltshire and the South West. While we are justly proud of our outstanding regional and national reputation for sporting success we value the commitment of all 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 including Ralph Fiennes (Bishop's 1976–1981) One of the UK's most highly-regarded and internationally celebrated actors, and David Oakes (Bishop's 1995–2002) who trained at Bristol Old Vic, best known for *The Pillars of the Earth*.



# STAFF AND THEIR WELFARE

## STAFF CULTURE

The Governors and the school's Leadership Team (LT) 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.

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 LT 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 for a chance to get to know each other in a friendly environment and the staff room is a convenient space to decompress or speak with colleagues.

## 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

## TRIPS AND EVENTS ADMINISTRATOR:

### Qualifications and Training

#### Essential

- Good standard of general education including GCSE English and Maths or equivalent
- Evidence of relevant administrative experience in a busy working environment

#### Desirable

- Relevant training in school systems or administrative processes

### Experience

#### Essential

- Experience of working in an administrative role requiring strong organisation and attention to detail
- Experience of managing a varied workload and responding to competing priorities
- Experience of communicating professionally with a range of stakeholders including staff, parents and external providers
- Experience of maintaining accurate records and handling data

#### Desirable

- Experience of working in a school or education environment
- Experience of managing payments, bookings or financial processes
- Experience of using electronic management systems such as Bromcom or similar
- Experience of liaising with external contractors or third-party providers
- Experience of handling confidential and sensitive information

### Knowledge and Understanding

#### Essential

- Awareness of confidentiality and data protection principles
- Understanding of the need for diplomacy and professionalism when dealing with stakeholders
- Awareness of the importance of safeguarding and promoting the welfare of children

#### Desirable

- Understanding of school administrative processes, including trips or lettings
- Knowledge of financial procedures relating to payments and reconciliation

### Skills and Abilities

#### Essential

- Excellent organisational and administrative skills
- Strong IT skills including the ability to manage databases and maintain accurate records
- Ability to manage a demanding workload and prioritise tasks effectively
- Excellent written and verbal communication skills
- Ability to build effective working relationships with staff, parents and external partners
- Ability to work both independently and as part of a team
- High level of accuracy and attention to detail
- Ability to deal sensitively with confidential information
- Ability to problem-solve and use initiative in a fast-paced environment

#### Desirable

- Ability to support and improve administrative systems and processes
- Confidence in managing financial tracking and reporting

### Personal Qualities

#### Essential

- Professional, resilient and calm under pressure
- Diplomatic and solution focused
- High levels of integrity and discretion
- Proactive and able to use initiative
- Positive and flexible attitude
- Commitment to safeguarding and promoting the welfare of children
- Willingness to play a full part in the wider life of the school

# JOB DESCRIPTION

## TRIPS AND EVENTS ADMINISTRATOR:

### Responsible to:

The Postholder is immediately responsible to the Assistant Head EVC.

### Purpose:

This role requires a combination of organisational skills and effective communication to provide high quality administrative support for trips, events, lettings and parent payments. The Postholder will need to respond effectively to changing priorities, be able to manage a high-volume workload, use their 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.

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities. This will mean focussing on the needs of staff, pupils, parents and governors of the school and being flexible, whilst prioritising workload and meeting deadlines, in a busy pressurised environment. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

### Contacts:

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.

### Allocation of Time:

Some of the duties outlined below are of a seasonal or cyclical nature and, as such, will occupy the Postholder during certain times of the year but not others. Accordingly, the Postholder must ensure that at any time the balance of effort and priority of task are appropriately aligned.

Time allocation will generally be at the postholder's discretion, in consultation with their line manager. Any unresolved conflicts will be arbitrated by the Bursar or HR Manager. Other tasks will be ongoing

### Principal Duties and Responsibilities:

- Liaise with Trip and Event leaders, the Head, Finance, the Cover Manager, Attendance Officer and Reception staff throughout the planning process;
- Manage the Evolve trip system to ensure all approval and safeguarding timescales are met;
- Add all payment items including but not limited to trips/paid clubs/extra-curricular courses/workbooks and events onto the Bromcom (MCAS) parent portal/SumUP/ Trybooking payment systems;
- First point of contact for all parent payment queries including cashless catering;
- Proof-reading and sending letters to parents via Bromcom;
- To process and record all 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 extra-curricular clubs provided by external third parties;
- Organising and providing administration for the 11+ classes;
- Liaise with HR Manager about statutory safer recruitment checks for external providers;
- Carry out ad hoc administrative tasks for the whole school as and when required;
- To play a full part in the life of the school community, including 11+ testing days and to support its distinctive mission.

# JOB DESCRIPTION

## TRIPS AND EVENTS ADMINISTRATOR:

### Professional Conduct and Safeguarding:

- 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;
- Promote and safeguard the welfare of children and young people in accordance with school policy and statutory guidance;
- Work within all school policies, procedures and codes of conduct;
- Set an example of professionalism, reliability and integrity;
- 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;
- Participate in key school events such as 11+ testing day where required;
- 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:

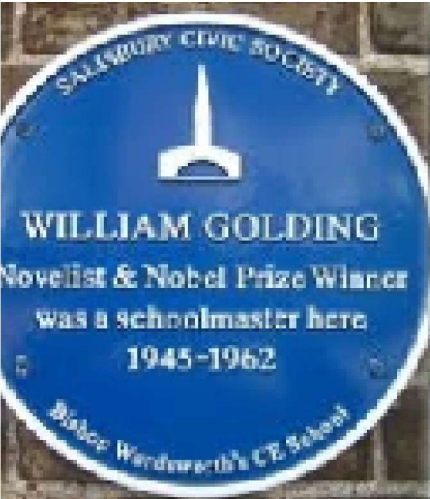
To contribute to the School's extra-curricular activity programme so as to encourage team working, corporate identity and spirit and enhance opportunities for the students. This is a non-contractual area where staff participation is entirely a matter of discretion and goodwill. However, such involvement carries important reciprocal benefits – for pupils and the development of the School's ethos but also for the professional development of the colleague concerned.

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.

### Reviews:

This job description shall be subject to (at least) annual review, and any changes shall be determined by consultation between the Postholder and the HR Manager / Bursar for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.





# HOW TO APPLY

Please access the Bishop Wordsworth's School website: <https://www.bishopwordsworths.org.uk/main-school/the-school/staff-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 ([alg@bishopwordsworths.org.uk](mailto:alg@bishopwordsworths.org.uk)) or on 01722 333851 to arrange a visit and/or an informal discussion.

Prospective applicants should refer to the school website which provides newsletters and examples of the everyday life of the school, as well as X 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. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those that are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children. 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, Section 128 management check, and other safeguarding checks.

All shortlisted candidates will undergo social media checks prior to interview in line with KCSIE 2024 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. All applicants will be required to provide details of their online profile including names/handles, as part of their application.