



POOLE
GRAMMAR
SCHOOL

APPLICATION FORM



OFFICE ADMINISTRATOR

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POOLE
GRAMMAR
SCHOOL

Gravel Hill, Poole, Dorset, BH17 9JU
01202 692132
www.poolegrammar.com
Headteacher: Mrs K Etheridge

For: OFFICE ADMINISTRATOR
Start date: as soon as possible
Salary: Grade B, Points 4-6 (£25,185 - £25,989 FTE)

In this role, the post holder will be responsible to Office Manager, PA to Headteacher

Actual annual salary: Grade B point 4: £11,028; point 5: £11,202; point 6: £11,380

Hours: 19 hours per week, 12pm to 4pm on Monday, Tuesday & Thursday, 8.30am to 4pm on Friday

Working weeks: 39 (term-time only).

Paid weeks: 39

Further details about the school can be found on the school website: www.poolegrammar.com

The responsibilities of the postholder will include the following areas:

Health, safety and safeguarding

The post holder must:

- fully abide by the school's safeguarding policy;
- fully abide by the staff code of conduct and any applicable health & safety, cyber-security and risk management policies.

Main job purpose:

The post holder must:

- be responsible for the provision of an excellent front office service within the school's main office. It is expected that the team will support each other at all times, and duties will therefore be varied and interchangeable.
- possess first-class administrative and word-processing skills within Microsoft Word together with a good knowledge of Microsoft Excel.
- provide first aid care to students, school staff and visitors in compliance with policy and regulations.

Main responsibilities and duties:

The role is varied and will cover any of the following tasks along with the other front office colleagues.

The post holder must:

- Provide administrative support to all areas of the school, which may include SIMS reporting, word-processing, data input and paperwork associated with the clerical and administrative needs of the school.
- Undertake general office duties including collation/copying of reports and documents, organising and maintain filing systems, dealing with lost property and student. Lockers and assisting in the absence of colleagues.
- Undertake receptionist duties as required such as welcoming and assisting visitors to the school in accordance with security procedures and dealing with telephone and face-to-face enquiries efficiently and in a professional and supportive manner.

- Organise and distribute incoming and outgoing post.
- Assist with managing the school's email inboxes ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary.
- Write and send email responses that are professional, and which uphold the school's vision and values.
- Update and distribute online and offline communications (eg, letters, newsletters, social media posts, etc) to parents, staff and other stakeholders.
- Provide curriculum support to named departments as required.
- Assist in the administration and organisation of school functions, school trips and events.
- Act as a first aider and be prepared to attend to minor and sometimes major illnesses and/or accidents involving students and staff. Must hold a full First Aid certificate and/or be prepared to undergo appropriate training.
- Undertake such other duties as may be required commensurate with the level of 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.

Knowledge and skills:

- Good level of knowledge of computer applications including Word, Excel, Outlook and SIMS or the ability to learn such specific systems.
- Ability to work accurately and in an organised and flexible manner.
- Ability to work on own initiative and as part of a team.
- Excellent and clear communication skills including significant attention to detail.
- Undertake appropriate training in line with identified needs derived from participating in the school's appraisal and employee development procedures.

Creativity and innovation:

- The post holder must be able to prioritise their workload at busy times
- They may be required to create spreadsheets, documents and presentations.
- Creativity is a feature of the job but exercised within the general framework of recognised procedures.

Contacts and relationships:

- Daily contact by telephone and face to face with staff, pupils, parents and visitors to the school.
- Contact with external agencies such as health professionals or other service providers.
- Contacts and relationships are generally not contentious, but outcomes may not be straightforward and may involve identifying details of service need, assessment and initiating action to provide assistance.

Decisions:

- Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

Resources:

- The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.
 - General office equipment such as word processor, photocopier, telephone and post franking machine.
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Work environment:

- Working in a busy office with frequent use of IT equipment. The post is subject to constant interruptions.
- Work requiring normal physical effort and is performed in a heated, lit and well ventilated indoor environment.
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General:

This job description is specific to the post of Office Administrator. This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

Prepared by: Alyson Smyth, Office Manager, PA to Headteacher

Date: November 2025



PERSON SPECIFICATION



Experience

- Working in an education setting
- General clerical and administration experience

Qualifications

- Five GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience

Aptitudes and abilities:

- Computer literacy
- High level of accuracy and attention to detail
- Good keyboard skills
- Ability to assimilate information
- Good organisational and communication skills
- Ability to work under own initiative
- Excellent customer care skills
- Ability to handle confidential information with discretion

Knowledge:

- Ability to use office technology and telephone system
- Knowledge of Microsoft Office (including Outlook, Word and Excel)
- Competent in data entry/analysis and reporting requirements
- Knowledge of Child Safeguarding procedures
- Knowledge of SIMS

Personal attributes and qualities

- Self-motivated
- Team player
- Good interpersonal skills
- Sense of humour
- Ability to manage and prioritise a busy workload
- Willingness to undertake a variety of administrative tasks with accuracy
- Commitment to Equal Opportunities
- Enhanced DBS

Katie Etheridge, Headteacher
November 2025



APPLICATION PROCEDURE



What you need to do

Please visit www.poolegrammar.com/work-for-us and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF and word version of the application form is available to download from our website. This can be emailed to the HR Department at pgshrdept@poolegrammar.com

Please note, if you use the PDF application form and are using an Apple Mac, please make sure that this is not completed in preview mode as it will not save correctly.

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department.

Dates

Closing date for applications: **Friday 5 December 2025**

Interviews: week commencing: **Monday 8 December 2025**

Safeguarding and equal opportunities

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.

We look forward to receiving your application.

With thanks,

Katie Etheridge, Headteacher
24 November 2025