



**Parkstone Grammar School**

Sopers Lane, Poole, Dorset, BH17 7EP

01202 605605

recruitment@parkstone.poole.sch.uk

# Parkstone Grammar School

## Administrative Assistant (Curriculum Support)

### Applicant Pack





## Headteacher's Welcome

As the Headteacher of Parkstone Grammar School, it is my great pleasure to welcome you to our vibrant and dynamic school community. At Parkstone, we are committed to providing an exceptional educational experience that nurtures the intellectual, social, and emotional growth of every student.

We are immensely proud of our strong reputation for combining excellent pastoral support with high-quality teaching to achieve the very best outcomes for our students. Everyone who works at Parkstone is deeply committed to placing students at the heart of all decision-making.

We offer an impressive, broad and balanced academic curriculum at GCSE and A Level, complemented by an extensive range of extra-curricular and enrichment opportunities. Sporting excellence, musical performance, national competitions, and creative activities all flourish here, nurturing the whole child and supporting the well-rounded development we value so highly.

Parkstone Grammar School is a six-form entry selective girls' school with an intake of 192 students into Year 7 and a thriving Sixth Form of nearly 300 students. As a stand-alone academy, we are proud of our independence, yet we benefit greatly from collaboration with Poole Grammar School for Boys, which enables us to offer an outstanding range of A Level subjects. We are also an active member of a formal partnership of South West grammar schools, the South West Academic Trust (SWAT), sharing best practice and innovation.

Our most recent Ofsted inspection in May 2025 rated the school as Good with Outstanding for student behaviour and attitudes, and we continue to build on those strengths. Our financial position is strong, allowing us to invest significantly in our estate and facilities, creating modern, inspiring, and welcoming teaching and learning environments.

Our core values — Commitment, Courage and Compassion — underpin all that we do. They guide our mission to provide an education that not only inspires and empowers our students, but also equips them with the confidence, adaptability and ambition to thrive in an ever-evolving world.

At Parkstone, we believe that our staff are our greatest strength. We deeply value their expertise, commitment and care. The dedication of our teachers, support staff and leaders ensure that every student is known, supported and challenged. We are proud of the collaborative, caring and ambitious professional community that defines our school.

We are seeking an enthusiastic and inspirational Administrative Assistant (Curriculum Support) — someone who will build on our current successes, champion our values, and join our community with vision and compassion. This is an exceptional opportunity to be part of a thriving and forward-thinking school, helping to shape the lives of our remarkable young people and the dedicated staff who support them.

We look forward to hearing from you.

**David Hallsworth, Headteacher**



*Commitment*      *Courage*      *Compassion*



## Our Guiding Principles

- Parkstone will be a seat of exceptional learning where great teachers enjoy autonomy in the classroom to inspire and challenge our able students.
- Very high-quality staff development and peer support to facilitate highly effective learning over time.
- Effective feedback to move students forward in their knowledge and skill development.
- Parkstone will achieve amongst the best schools in the country for the national progress measures at GCSE and A Level.
- A positive ethos underpinned by our values of Commitment, Courage and Compassion.
- Personalised support with highly effective intervention to enable equal access to learning.
- Students will have an understanding of global and national diversity and will be well prepared for life in an ever-evolving world.
- A strong community supported by the staff and student leadership teams.
- Compassionate, high quality advice and guidance to make informed and confident decisions regarding life after Parkstone.
- Opportunities outside the classroom which provide holistic development.
- To engage in initiatives and charity projects to contribute to the local and wider community.
- A broad, balanced and inspiring curriculum appropriate to Parkstone.
- An inspiring learning environment underpinned by a research culture and reflective practice.
- Our community will have high expectations of everyone in line with our Values and Charter.
- To instil a sense of stewardship towards our local, national and global environment.



*Commitment*      *Courage*      *Compassion*



## Our School Charter

In our community it is important that we should maintain high standards and take responsibility for our own actions.

### OUR COMMUNITY RESPONSIBILITIES

- To uphold the values of our school
- To treat all persons and the environment of the school with respect
- To apply ourselves to all areas of school life
- To empower all to do our best and to take care of each other
- To challenge any inequality and prejudiced attitudes

### OUR RIGHTS

- To be treated with respect by all members of our community
- To feel safe both emotionally and physically in our school environment
- To participate in all the opportunities that our school offers
- To know where we can access support and guidance
- To be challenged appropriately where we fall short of our responsibilities



*Commitment*      *Courage*      *Compassion*



## Safeguarding

Parkstone Grammar 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 shortlisted candidates will be required to complete a Criminal Records Self-Declaration Form. This will allow the school to identify whether you may be ineligible for a role based on barring or a section 128 direction.

Any successful applicant will be required to undertake an Enhanced DBS Check with Children's Barred List information. They will also be required to provide the relevant criminal record checks for time spent living or working outside of the UK within the last 10 years. Applicants can find further information via gov.uk. Please note that any cost for these checks will not be covered by the school.

Further information on safer recruitment processes can be found on our website and we encourage you to read these before submitting your application. Alternatively, please contact our HR Manager if you have any questions by calling the school on 01202 605605.

Our Child Protection Safeguarding Policy can be found on our school website.



*Commitment*      *Courage*      *Compassion*



## Equality and Diversity

We are committed to maintaining a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. We recognise that equality will only be achieved by the whole school community working together – our pupils, staff, trustees and parents/cares.

We recognise that we have duties under the Equality Act 2010 in relation to the school community to eliminate discrimination. Advance equality of opportunity and foster good relations in relation to age (applicable only to staff), disability race, gender (including issues of transgender), maternity and pregnancy, religion and belief, sexual orientation and marital status (applicable only to staff).

We also recognise that we have a duty under the Education and Inspections Act 2006 to promote community cohesion, i.e. developing good relations across different cultures and groups, which is also covered within our spiritual, moral, social and cultural activities.

We also appreciate that these duties reflect the international human rights standards as expressed in the UN Convention on Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

- All pupils, families and staff are of equal value
- We recognise and respect difference
- We foster positive attitudes and relationships, and a share sense of cohesion and belonging
- We observe good equalities practice in relation to staff
- We aim to reduce and remove inequalities and barriers that already exist
- We consult and involve ensuring views are heard
- We aim to foster greater community cohesion
- We base our practices on sound evidence
- We set ourselves specific and measurable equality objectives



*Commitment*      *Courage*      *Compassion*



## Benefits

Parkstone is pleased to be able to offer all staff members:

### Core Benefits

- A contributory pension scheme relevant to your role (including access to Teacher and Local Government Schemes).
- Occupational sick pay.
- Tailored Continuous Professional Development (CPD) through the South Central Teaching Hub.
- Free access to the Employee Assistance Programme (EAP) - confidential support network that offers expert advice and compassionate guidance 24/7 covering a wide range of issues, such as: Legal Information, Bereavement Support and Online CBT among much more.
- All staff are entitled to a 'Golden Day' once a year – a paid day off or part time equivalent.
- Specsavers voucher for eye test and amount towards glasses if needed for DSE use.
- Four additional non-teaching days throughout the year, allowing for department planning time.
- Two disaggregated INSET days, allowing for an earlier finish at the end of the Summer term.
- Free Yoga and Pilates sessions throughout the term.
- Termly Staff Wellbeing and Workload groups to raise and solve issues.

### Flexible Benefits

- Cycle to work scheme
- Eligibility to join The Blue Light Card discount scheme



*Commitment*      *Courage*      *Compassion*



# Leadership Structure

**Headteacher**  
**David Hallsworth**

- Vision
- Staffing
- Finance
- Governors
- Staff Wellbeing
- Community
- BCP Links
- SWAT – Directors
- Middle Leadership
- SDP/SEF
- Network and Website
- Marketing and Publicity
- Line Management of LG

**Deputy Headteacher**

- Teaching and Learning
- Curriculum
- Key Stage Manager Year 11
- Pedagogy
- Homework
- Literacy
- Numeracy
- Admissions
- Activities Week
- PFSA
- SWAT
- Line Management



**Assistant Headteacher**

- Key Stage Manager Year 7
- Personal Development
- Student Wellbeing
- Senior Mental Health Lead
- SEND
- Examinations
- EVC
- Role of Tutor
- SMSC and British Values
- Assemblies
- DFTW
- Extra-curricular monitoring and intervention
- Anti-Bullying
- Line Management

**Assistant Headteacher**

- Staff Development
- Key Stage Manager Years 8 + 9
- Appraisal
- CPD
- Timetable
- Cover
- House System
- Student Voice
- Whole School Calendar
- Equality
- Line Management

**Assistant Headteacher**

- Assessment
- Key Stage Manager Sixth Form
- Student Tracking and Reporting to Parents
- Poole Grammar Link
- UCAS
- Pupil Premium
- Alumni
- Senior Awards
- Line Management

**Assistant Headteacher**

- DSL
- Key Stage Manager Year 10
- Behaviour and Rewards
- Safeguarding
- Prevent
- E-Safety
- CLA
- Junior Awards
- Attendance and Punctuality
- Line Management



*Commitment      Courage      Compassion*



## Job Description

### JOB DETAILS:

#### Salary and Hours

**Scale C/D, Points 4-5 (FTE £25,185 - £25,583)**

**Actual Salary: £11,904 - £12,093 gross per annum**

20 hours per week – days and times to be discussed at interview

40 working weeks per year – term-time plus 5 training days, plus additional days throughout the holidays that reflect the days worked weekly.

#### General

The Administrative Assistant is part of a dynamic and lively team responsible for the provision of an excellent general administration service within the school office.

The main school office is a busy and active environment. Therefore, to meet the demands of the role, the postholder will need to be adaptable and enthusiastic, able to demonstrate excellent attention to detail and able to work on their own initiative.

The postholder will possess first class administration and communication skills with an advanced knowledge of Microsoft Excel and Microsoft Word. The postholder will also be confident in learning new software and be self-assured in exploring the ability of such software.

#### Duties of the Postholder

Together with other members of the Office Team, provide an administrative service offering effective curriculum support to teaching staff in the school

Be responsible for effective communications with parents

Provide administration support to the Sixth Form Team and other Departments as required, with the organisation and prioritisation of administrative tasks.

Assist the Events Co-Ordinator, members of the Leadership Group and Teaching Staff with the smooth organisation of some school events.

Assist the collation and communication of curriculum-based literature.



*Commitment*      *Courage*      *Compassion*



### **Duties of all members of the Office Team**

Using SIMS.net, the school's administrative system, provide information, produce reports and input or update data, as required (tasks are dependent on access rights throughout the team).

Work as a member of the office team to provide a comprehensive administrative service to the Leadership Group and the school staff.

Undertake general administrative tasks as required, including reception cover

Act as a First Aider and, with other members of the team, deal with injured/unwell students.

### **Accountability**

The Administrative Assistant is accountable to the Office Manager/PA to the Headteacher.

The postholder will be required to work at times under pressure and must be flexible as there may occasionally be the need to work longer hours or additional days, with appropriate remuneration.



*Commitment*      *Courage*      *Compassion*



## Person Specification

Attribute	Essential	Desirable
<p><b>PROFESSIONAL</b></p> <p>Numerate/literate to at least GCSE (grade A* - C) standard or equivalent</p> <p>Advanced skills within Microsoft Word</p> <p>Advanced skills within Microsoft Outlook</p> <p>Advanced skills within Microsoft Excel</p> <p>Highly professional telephone manner</p> <p>Accurate keyboard skills</p> <p>IT Skills / Microsoft Office Qualification</p> <p>Strong interpersonal and communication skills</p> <p>Experience of office environment and office administration</p> <p>Experience working in school environment</p> <p>Knowledge of SIMS (School Information Management System)</p> <p>Creative and professional approach to tasks</p> <p>Technical/logical work method</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p><b>PERSONAL</b></p> <p>Discreet, confidential and trustworthy</p> <p>Professional attitude</p> <p>Proactive and able to use initiative</p> <p>Strong interpersonal and communication skills</p> <p>Ability to work effectively and calmly under pressure</p> <p>Strong team player, being aware and supportive of colleagues</p> <p>Resilient, flexible and able to retain a sense of perspective</p> <p>Ability to relate positively with young people</p> <p>Ability to use initiative</p> <p>Commitment to the school</p> <p>Enthusiastic and keen to embrace new opportunities</p>	<p>✓</p>	



*Commitment      Courage      Compassion*



## Applying for the Administrative Assistant (Curriculum Support) post

Candidates should apply by school application form only. Application forms are available on the school website, or upon request from the HR Manager by emailing [recruitment@parkstone.poole.sch.uk](mailto:recruitment@parkstone.poole.sch.uk)

**Closing Date: 9.00 am Monday 23 March 2026**

**Interviews: Wednesday 25 March 2026**



*Commitment    Courage    Compassion*



## Contact us

If you would like more information about Parkstone Grammar School please email [recruitment@parkstone.poole.sch.uk](mailto:recruitment@parkstone.poole.sch.uk)

Alternatively, if you wish to discuss the vacancy please call 01202 605605 8.00 – 4.30 Monday to Thursday and 8.00 – 4.00 on a Friday.

## Parkstone Grammar School

Sopers Lane, Poole, Dorset, BH17 7EP

 [recruitment@parkstone.poole.sch.uk](mailto:recruitment@parkstone.poole.sch.uk)

