



**Parkstone Grammar School**

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# Parkstone Grammar School

## General Site Assistant 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 General Site Assistant — 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.



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## 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



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## 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.



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## 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



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## 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



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# 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



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## Job Description

**Grade C+1, Points 3-5**

**Actual Salary: £24,796 – £25,583 gross per annum pay award pending**

37 hours per week (Monday to Friday), with overtime paid for weekend cover

52 working weeks per year

24 days holiday per year (increasing with length of service at 5 years to 28.5 days and 10 years to 31.5 days) not inclusive of bank holidays.

During term time the school is open from 6:00am to 9:45pm and on Saturday mornings, with some adhoc lettings on Saturday afternoons and Sundays. The General Site Assistants work on shifts during this time, which usually involves two unlocks at 6:00am and one or two locks at 9:45pm. Some flexibility is required to meet the operational needs of the school. Where there are no evening lettings (for example, during examination periods), earlier working hours may be agreed. Weekend working will normally be paid as overtime and is expected to be approximately one day per month.

The work pattern in school holidays would typically be 8.00am to 4.00pm with one hour for lunch, with some requirement for evening and weekend shifts to assist with lettings.

The postholder will be required to work during some school holiday periods. As a result, a proportion of annual leave will need to be taken during term time. The General Site Assistant will also be expected to attend key school events, such as open evenings and sports day.

### MAIN JOB PURPOSE

The General Site Assistant works under the direction of the Premises Manager to ensure the school site is safe, secure, and well maintained for all users.

Duties include setting up rooms for activities, moving furniture and equipment, carrying out routine compliance checks, and undertaking general maintenance and minor repairs. The postholder is a keyholder and is responsible, as part of the site team, for the locking of the school and maintaining site security.



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## MAIN DUTIES

Under the direction of the Premises Manager assist in providing general caretaking, building repair and maintenance and cleaning services as required.

- Set up areas for learning activities, assemblies, examinations and events.
- Provide general portage across site.
- Ensuring the security of the school's premises and grounds, locking at the appropriate times, closing of windows and setting of alarms.
- Assist with the provision of out of hours lettings at evenings and weekends.
- Assist in the monitoring of the fire alarm, fire doors, lighting, heating and security systems.
- Liaise with contractors on site.
- Assist with general repairs and maintenance within own ability, including assistance with the rolling maintenance and decoration programs, always ensuring compliance with the health and safety standards.
- Assist with grounds work when required, this may include grass cutting, litter collection, emptying bins, clearing drains and gullies.
- Ad-hoc cleaning tasks during the school day when cleaners are not site.
- Carry out gritting, salt spreading, snow cleaning, as necessary.
- Operation of the school's heating plant.
- Be aware of Health and Safety issues around the site and work in accordance with safe practice and health and safety legislation.
- Report to the Premises Manager safety concerns and items for repair.
- Comply with all decisions policies and standing orders of the school including statutory requirements, Equal Opportunities legislation, Health and Safety at Work Act, Data Protection Act and Keeping Children Safe in Education.

Performing other duties within the broad scope of the post as may be reasonably required by the Premises Manager, School Business Manager or Headteacher.

### Accountability:

Responsible to: Premises Manager.

Daily liaison with: Premises Manager, General Site Assistants and Reception.

General liaison with: School Business Manager, Contractors, School Staff.

The General Site Assistant has no formal line management responsibilities for other staff.



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## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to a satisfactory standard in order to communicate adequately, both written and oral	Qualifications in Fire Safety, Legionella and Asbestos Management, Manual Handling and Working at Height
<b>Experience</b>	Experience of DIY, including decorating, basic maintenance	At least 1 years' experience of working as a site assistant / caretaker / janitor
<b>Knowledge and understanding</b>	<p>Basic understanding of the principles of site management and the importance of Health and Safety</p> <p>Basic understanding of techniques for the repair of damaged equipment / resources</p> <p>Understanding of safe working procedures with regards to chemicals, plant and machinery particularly in the context of an educational setting</p>	<p>Specific knowledge of any of the following: building construction, decoration, plumbing and heating systems.</p> <p>Knowledge and understanding of a school structure and operation</p>
<b>Skills</b>	<p>Must be able to use practical skills to improve the site, buildings and equipment</p> <p>Deal with emergencies and problems arising in a positive and systematic manner</p>	<p>Use basic power tools and other equipment to make repairs and improvements</p> <p>Anticipate and reduce risks on site where possible</p>



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	<b>Essential</b>	<b>Desirable</b>
<b>Skills cont.</b>	<p>Work on their own initiative and be proactive</p> <p>Be able to prioritise, plan, schedule and meet deadlines and evaluate their work</p>	<p>Be effective in updating record-keeping systems</p>
<b>Personal qualities and attitudes</b>	<p>Reliable, trustworthy and honest</p> <p>Excellent timekeeping skills</p> <p>Flexible</p> <p>Interest in caring for pupils / staff</p> <p>Be aware of confidentiality at all times</p> <p>Be able to work well in a team and on their own, including at the weekend</p>	<p>A willingness to contribute to the wider life of the school</p>
<b>Physical requirements</b>	<p>Fit and able to carry out duties</p> <p>Ability to work at height with appropriate equipment</p> <p>Ability to deal with considerable manual handling duties</p>	



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## Applying for the Full-Time General Site Assistant 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 Thursday 9 July 2026**

**Interviews: Tuesday 14 July 2026**



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## 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.

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