



Parkstone Grammar School

General Site Assistant

Applicant Pack

Parkstone Grammar School
Sopers Lane, Poole, Dorset, BH17 7EP
01202 605605
recruitment@parkstone.poole.sch.uk





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 a heavily oversubscribed 11-18 selective girls' school offering outstanding education to the students of Poole and its surrounding area. Founded in 1905, Parkstone has continued to provide excellent academic results within a warm, friendly and vibrant community. We are a six-form entry school with 1250 students including 350 in the sixth form.

Our school is a place where students are encouraged to explore their passions, expand their knowledge, and develop critical thinking skills that will serve them well throughout their lives. We have a team of dedicated and highly qualified teachers and support staff who are passionate about education and are committed to inspiring and challenging our students.

We believe in creating a supportive and inclusive environment where each student feels valued and respected. Our students are rightly proud of their school which provides for them a broad and balanced curriculum promoting independence, intellectual curiosity and a love of learning. Subjects offered at GCSE and A Level include academic and facilitating subjects from a very wide range. Our sixth form collaboration with Poole Grammar School for Boys allows us to offer an extensive A Level curriculum.

Students at Parkstone are not only encouraged to succeed academically, but to enjoy the wide range of musical, theatrical, sporting, speaking and charitable opportunities. They thrive in an environment of support and challenge, becoming resilient learners well prepared to succeed in the 21st Century.

The unique single-sex selective environment allows the students to grow in a safe and supportive atmosphere. Parkstone's national reputation for excellence and continued success is testament to the consistent dedication of students, staff and governors.

Ofsted commented that Parkstone offers a 'stimulating, friendly community in which all students are valued and may thrive intellectually, emotionally and physically'. Our school's focus is always on teaching and learning as we strive to challenge these able students to become confident, happy and successful young people.

I invite you to apply to our school, and experience the warm and welcoming atmosphere that makes Parkstone truly special. If you're ready to embark on a rewarding journey where your passion for education meets limitless possibilities, we encourage you to explore the opportunities at Parkstone. Join us in making a difference to our young people and shaping the future together.

David Hallsworth, Headteacher



Our Vision

At Parkstone, we embody the values of Commitment, Courage and Compassion to enable students to adapt and thrive in an evolving world, providing an education that inspires and empowers students to determine and achieve their goals.

COMMITMENT

“Be tenacious and relentless in your curiosity for knowledge”

COURAGE

“Feel confident to achieve your very best and develop your resilience to overcome barriers”

COMPASSION

“You should encourage and care for your peers, value and engage with all cultures and religions in our diverse global community”

“Parkstone has encouraged and inspired me to love learning. There is a great community and I am always supported – just like a family.”

Year 7 Pupil



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 Courage, Commitment 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.



“Teachers are knowledgeable and enthusiastic. They inspire and sustain a love of learning in their pupils.”

Ofsted Report



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



“Parkstone was the very best option for our daughter and has helped her grow in confidence and equipped her for university and life beyond!”

Parent



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.



Ofsted

Key findings of this Outstanding School

“Under the headteacher’s calm, authoritative and exceptionally effective leadership, the school has improved rapidly since the previous inspection”.

“Leadership at all levels is very strong. Governors, senior leaders, middle leaders and other staff work harmoniously together to provide high-quality education for pupils”.

“Pupils make remarkable progress by the time they take their GCSEs in Year 11. This is sustained in the sixth form”.

“By the time they leave school, pupils have attained consistently at the highest levels and are extremely well prepared for the next stage of their education or employment”.

“Disadvantaged pupils make exceptional progress during their time at the school. Their rates of progress are much higher than other pupils nationally with the same starting points”.

“School leaders make very good use of targeted training to develop teachers’ professional knowledge and skills. As a result, teaching continues to improve”.

“Teachers are knowledgeable and enthusiastic. They inspire and sustain a love of learning in their pupils. Teachers have an unswerving faith in the ability of their pupils to succeed and give their time unselfishly to ensure that this happens”.

“Pupils are confident and articulate learners. They take great pride in their work and are determined to succeed”.

“Pupils’ behaviour is impeccable and their positive attitudes to learning are exemplary. They are hungry to learn and attendance rates are high, including in the sixth form”.

“The sixth form is outstanding. Students follow very well developed 16 to 19 study programmes”.

“Disadvantaged students prosper in the sixth form and in recent years all have gone on to university”.



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.
- 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



Job Description

Points 3-5

Actual Salary: £24,027 - £24,790 gross per annum

37 hours per week, 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 10.00pm and on Saturday mornings, with some adhoc lettings on Saturday afternoons and Sundays. The General Site Assistants work shifts on a 2-week rota to cover the school during these times.

The General Site Assistant's term time work pattern would generally be two days 6.00am to 2:30pm, two days 1:30pm to 10.00pm, and one day working 8:00am to 4:00pm (with a one-hour unpaid lunch each day). There will be some flexibility to cover the needs of the school and a requirement to work some weekend shifts to assist with lettings. 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. Saturday and Sunday cover are at additional pay.

The General Site Assistant will be required to work for at least part of the school holidays. Some annual leave will therefore be required to be taken during term time. The General Site Assistant would be expected to be in attendance to assist with the key days in the school calendar, for instance sports day and school open day.

MAIN JOB PURPOSE

The General Site Assistant's primary role is to work under the direction of the Premises Manager to provide a clean and safe environment for users of the school premises and grounds. This includes practical support such as moving furniture, setting rooms up for activities and undertaking general repairs and maintenance. The General Site Assistant will be a keyholder responsible for unlocking and locking the school as part of a site team and maintaining the security of the school premises.

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 portorage 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, plumbing 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.



Person Specification

| | Essential | Desirable |
|---|---|--|
| Qualifications | 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 |
| Experience | Experience of DIY, including decorating, basic maintenance | At least 1 years' experience of working as a site assistant/caretaker/janitor |
| Knowledge and understanding | <p>Basic understanding of the principles of site management and the importance of Health & 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> |
| Skills | <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>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>Use basic power tools and other equipment to make repairs and improvements</p> <p>Anticipate and reduce risks on site where possible</p> <p>Be effective in updating record-keeping systems</p> |
| Personal qualities and attitudes | <p>Reliable, trustworthy and honest</p> <p>Excellent timekeeping skills</p> <p>Flexible</p> | A willingness to contribute to the wider life of the school |



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|------------------------------|---|--|
| | <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 on the weekend</p> | |
| Physical requirements | <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> | |



Contact us

If you would like more information about Parkstone Grammar School please email 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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