



# Parkstone Grammar School

## Part Time Administrative Assistant

(Curriculum Assessment and Reporting)

## Applicant Pack

### Parkstone Grammar School

Sopers Lane, Poole, Dorset, BH17 7EP

01202 605605

[recruitment@parkstone.poole.sch.uk](mailto: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 21<sup>st</sup> 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





# 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.
- Eligibility to join the 'Blue Light Card' scheme.

## Flexible Benefits

- Cycle to work scheme



# Job Description

## SALARY AND HOURS OF WORK

**Salary: Scale C/D, Points 3-5**

**Hours of work:** 22 hours per week 8.00am to 4.30pm on days to be agreed at interview. 40 working weeks per year, which is term-time plus 5 training days plus 3 days to be worked during school holidays.

## GENERAL

The Administrative Assistant is part of a dynamic and lively team responsible for the provision of an excellent 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 successful applicant will possess first class administrative and word-processing skills within Microsoft Word, together with an advanced knowledge of Microsoft Excel as the creative production of spreadsheets is an essential part of this role. The postholder will also be confident in learning new software and self-assured in exploring the ability of such software.

## DUTIES OF THIS POSTHOLDER

- Co-ordinate, produce and deliver to parents all students' Tracking Point reports in line with the schools' Assessment Calendar.
- Assist the development of administrative processes and provide ongoing administrative support to the student options process. Maintain SIMS Options information.
- Support the annual creation and publication of Curriculum Literature and notices
- Together with other members of the Office Team, provide an administrative and curriculum support service to departments in the school, including letters home, subject specific administration tasks and the process of Student detentions.
- Support members of the Leadership group to produce, edit, maintain and communicate curriculum based literature.





---

---

## **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
- Assist members of the Leadership Group and teaching staff with the smooth organisation of school events.
- 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.



# Person Specification

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



## 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

