



Parkstone Grammar School

Premises Manager

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

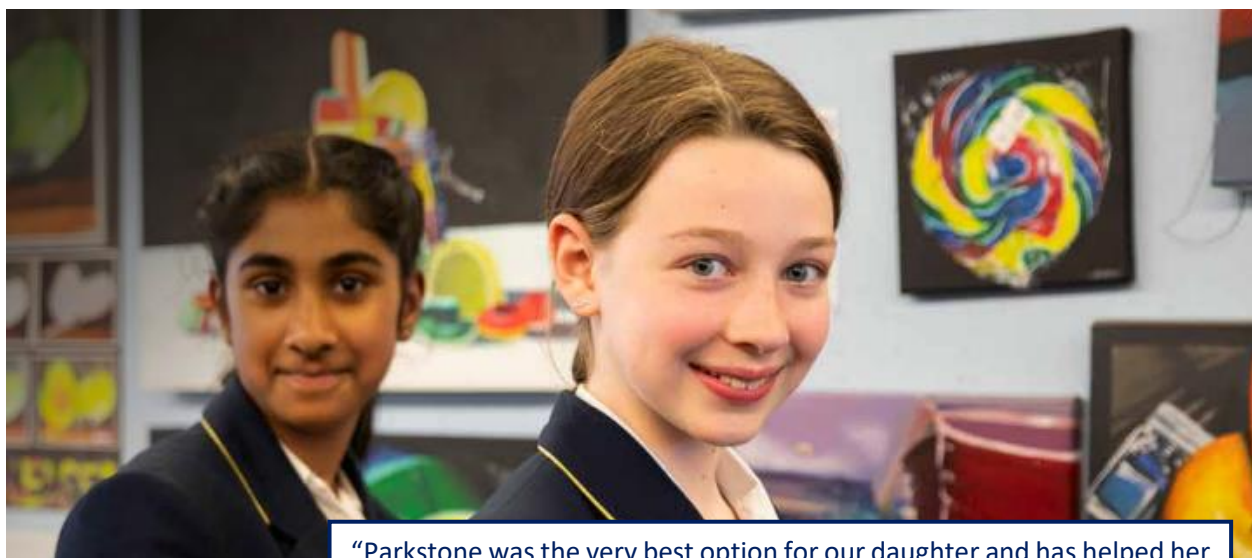
In our community it is important that we should maintain high standards and take responsibility for our own actions.

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

SALARY AND HOURS OF WORK

Scale G/H, Points 18 - 27

Actual Salary: £30,559 - £37,035 gross per annum

37 hours per week – Monday to Friday. Some flexibility will be required to ensure the safe and effective operation of the school, including providing cover for the site team during absences such as annual leave, which will involve unlocking or locking the school, as well as occasionally attending evening school functions.

24 days holiday (increasing with length of service at 5 and 10 years)

The Premises Manager will be required to work for at least part of the school holidays to provide oversight of building projects. Some annual leave will therefore be required to be taken during term time.

MAIN JOB PURPOSE

To have overall responsibility for the school site and resources to provide a safe, efficient and effective learning and working environment for students and staff.

MAIN DUTIES

Act as the main Health and Safety Officer for the school, ensuring a safe working and learning environment in accordance with relevant legislation.

Line Management of the site and cleaning teams, ensuring continual coverage within specific times during both term time and school holidays. Carrying out performance management and ensuring that staff receive appropriate and adequate training.

In conjunction with the Caretaker, responsible for ensuring the security of the site and buildings both in term time and school holidays.

Ensuring the maintenance of the site, including:

- Organising minor structural repairs and decoration that can be done in-house
- Keeping fixtures, fittings and furniture in a good state of repair
- Maintaining a rolling programme of decoration and refurbishment
- Controlling litter, and disposal of rubbish and redundant equipment
- Annual hedge and tree maintenance and overseeing the fields maintenance contract
- Ensuring that the grounds are presented well



Procuring and managing contracts to ensure that safety tests are carried out at the requisite intervals including PAT, fire safety, gas safety, lift safety, water safety and specialist teaching equipment.

Procuring and managing maintenance contracts and ensuring that regular servicing of equipment such as heating, lighting, air-conditioning and alarm systems is carried out.

Employing contractors for works that cannot be done in-house, ensuring that the school procedures for procurement are followed.

Coordinate accident reporting on site, analyzing trends and taking appropriate remedial action.

Overseeing new building and refurbishment programmes and acting as a point of liaison between contractors and the school.

Preparing the site for, and on occasion attending, major events to ensure their smooth running (for example annual open evening). Managing and resourcing lettings for the school in conjunction with the School Business Manager.

Acting as a budget holder for those areas of delegated responsibility (such as repairs and maintenance and health and safety), work with the School Business Manager to ensure that all expenditure is within budget limits and that procedures are followed before any commitments are made. Maintaining all paperwork directly connected with these areas.

Keeping appropriate records ensuring that they are kept up to date and compliant with relevant legislation and school policy.

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

ACCOUNTABILITY

The Premises Manager is accountable to the School Business Manager.

The post holder 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

	Essential	Desirable
Qualifications	<p>Educated to a satisfactory standard in order to communicate well, both written and oral.</p> <p>English and Maths pass at GCSE (grade 4/grade C or above)</p>	<p>Health and Safety qualification (for example IOSH/NEBOSH)</p>
Experience	<p>Previous experience of working in the building trade or as an accomplished DIY'er or as a Premises Manager for another organisation.</p> <p>Evidence of some management of staff or contractors.</p> <p>Evidence of working as part of a team.</p>	<p>Experience working in a school or similar environment.</p>
Knowledge and Understanding	<p>Firm understanding of the principles of site management and the importance of Health and Safety and planned maintenance.</p> <p>Understanding of safe working procedures with regards to chemicals, plant and machinery particularly in the context of an educational setting.</p> <p>Ability to carry out health and safety checks, analyse and interpret accident reports and maintain relevant records and report to management.</p> <p>Knowledge of Health and Safety policies / code of practice / legislation including COSHH, asbestos, fire and water safety and manual handling.</p> <p>Some knowledge of controlling and reporting on budgets.</p>	<p>Understanding of school structure and operation.</p> <p>Knowledge of Microsoft products, email and compliance systems.</p> <p>Some knowledge of effective risk assessment.</p>
Skills	<p>Organised and able to prioritise, plan and schedule their own work and the work of the team in order to meet deadlines.</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>Assess the quality of others' work and support and advise where necessary.</p> <p>Anticipate and reduce risks on site where possible.</p>
Personal qualities and attitudes	<p>Reliable, trustworthy and honest.</p> <p>Excellent timekeeping skills.</p>	<p>A willingness to contribute to the wider life of the school.</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.</p>	
Physical requirements	<p>Fit and able to carry out duties.</p> <p>Ability to deal with some 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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