



Devonport  
High School  
For Boys

"Everyone Succeeds"



# Application Pack

Position: Receptionist and Administration Assistant



Devonport  
High School  
For Boys

"Everyone Succeeds"

# Welcome

It gives me great pleasure to welcome you to Devonport High School for Boys. We are a happy and vibrant grammar school committed to providing a disciplined and caring environment where every young person can thrive.

Our vision is that 'Everyone Succeeds', and we strive to create a culture of high expectations where students achieve levels of excellence that reflect their full potential.

At Devonport High School for Boys, we are passionate about inspiring confidence, developing talents, and supporting individuals to enhance their skills and shape their future. We value every member of our community and are dedicated to fostering a sense of belonging for all. We recognise, respect, and value difference, and we work hard to remove any barriers to success.

We are committed to the professional development of our staff, ensuring that our policies and procedures benefit all employees. We believe that Devonport High School for Boys is a truly special place to work, where you will be supported to grow and make a real difference in the lives of our students.



I hope this recruitment pack provides you with a comprehensive overview of our school and the exciting opportunities available. I encourage you to consider joining our dedicated team.

Dan Roberts - Headteacher

“

The relationships between all students and relationships with staff is a real strength of this school. There is a mutual respect, students feel that staff will go out of their way to support them in every way.

OFSTED 2023



## Our Location

Devonport High School for Boys is located in Plymouth, Britain's Ocean City, a vibrant coastal city offering a unique blend of history, culture, and natural beauty.

Plymouth Sound, a designated National Marine Park, provides stunning coastal views and scenic waterfront walks, perfect for relaxation and recreation.

The city also offers easy access to the rugged landscapes of Dartmoor National Park, providing opportunities for outdoor adventures and exploration. This exceptional location enriches the school environment and provides a wealth of opportunities for students and staff alike.



“

The students are extremely lucky to belong to this school and they know it, they value the importance of belonging here. The school develops boys and girls into exemplary young people. It is a wonderful community.

OFSTED 2023



# Our School

At Devonport High School for Boys, we believe that education has the power to transform lives.

Our goal is to create a stimulating and supportive environment where every student can thrive, regardless of their starting point. We balance expert teaching with the freedom for our staff to use their professional judgment, ensuring that lessons are both high-quality and engaging.

We know that every student is different, with their own strengths and interests. That's why we offer a broad and challenging curriculum, delivered in a way that encourages curiosity and independent thinking. Our approach helps students develop the skills they need to succeed in an ever-changing world.

## Why work with us?

Work in an environment where core values drive a strong sense of community and purpose

### INTELLECTUAL RIGOUR

Work with dedicated practitioners who are passionate about their subjects and committed to academic excellence.

### LEADERSHIP

Enjoy a transparent career progression framework and in-house development opportunities for staff at all levels. Be trusted as a professional to lead in the classroom, with the encouragement and support to pilot new ideas and shape our school's future.

### COLLABORATION

Benefit from our established peer-to-peer coaching model, providing dedicated time to observe colleagues and engage in supportive, professional dialogue. Work with 21<sup>st</sup> century teaching tools with a chromebook for every staff member and an excellent training program to support.

### CONFIDENCE WITH HUMILITY

Thrive in a high-trust, low-blame culture where taking thoughtful risks is encouraged, and reflection is valued as a key part of professional growth. Join a school where positive relationships are the bedrock of all we do, creating a supportive and welcoming environment for both students and staff.

### RESILIENCE

Benefit from our established peer-to-peer coaching model, providing dedicated time to observe colleagues and engage in supportive, professional dialogue. Work in a genuinely collaborative environment where departmental and pastoral teams share resources, planning, and best practice to lighten workload and improve outcomes for all.

### CREATIVITY

Enjoy the curriculum freedom and encouragement to be innovative in your teaching, developing lessons that challenge, inspire, and foster entrepreneurial thinking.

At DHSB, teaching is built on trust, teamwork, and a commitment to excellence. We provide a supportive environment where teachers are valued, encouraged, and given the tools to make a real difference. If you're passionate about education and want to be part of a forward-thinking school, we'd love to hear from you.





**Receptionist and Administration Assistant**  
**35 hours per week term time only (38 weeks per year - Paid 43.6 weeks per year to include holiday)**  
**Grade B (SCP3-4) Currently £12.85ph**

Required for an immediate start, the school is looking to recruit a receptionist and administration assistant to work between the hours of 8am until 3.30pm, with half an hour break each day, as part of the school's reception team.

This post will be working under the support of the Office Manager and the wider reception team. The successful candidate will provide a welcoming and efficient reception service to visitors, alongside delivering high-quality administrative support within our busy school office. There will also be a requirement for the successful candidate to deliver first aid and school attendance support.

Further details and the application form are available at [www.dhsb.org/recruitment](http://www.dhsb.org/recruitment).

If you would like any further information or an informal discussion about the role, please contact the Office Manager, Emma Jensen, on 01752 208787 or by email [emma.jensen@dhsb.org](mailto:emma.jensen@dhsb.org).

“

The curriculum is ambitious, there are so many more subjects on offer than most schools, the students are very lucky. There is an importance on developing cultural capital for all young people through the arts, languages and the classics.

OFSTED 2023



## Job Description

**Job Title: Receptionist, Office Admin - Visitor Reception**

**Effective from: April 2026**

**Grade: B (SCP3-4)**

**Hours worked: 35 hours per week over 38 weeks per year**

**Working times: - Monday to Friday 08:00 - 15:30**

### Key Purpose of Job

- To provide a high-quality reception service and administrative support. To act as the first point of contact for the school. To welcome visitors and direct as appropriate, and to manage telephone calls and queries, re-directing as appropriate. When appropriate, maintaining high degrees of confidentiality at all times.
- To provide general administrative support, including reprographics and assisting with whole school events such as Curriculum Enrichment Week and Work Experience.
- To support student attendance, working closely with the school's Attendance Officer, to ensure that records are accurate and students are supported. Safeguarding is a key element of the role.
- Maintaining high levels of service provision, including the delivery of general first aid support, to staff and students and prioritising where necessary to maintain service standards.

### Key Duties

- To welcome visitors in a professional and hospitable manner, either by telephone or in person ensuring that signing-in and safeguarding procedures are followed.
- To arrange distribution and despatch of all incoming and outgoing mail.
- To liaise as necessary with the caretaking team for the collection and distribution of parcels / bulk deliveries
- Liaising / referring enquiries as necessary to the Family Support Adviser / Head of House and senior staff as appropriate.
- To receive and prioritise incoming telephone calls and deal with them appropriately including recording and distributing messages as required.
- To provide administrative and secretarial support in such areas as word-processing, correspondence, whole school letters, updating and extracting computer information, photocopying, and filing. This will include in respect of attendance and absence data entry onto the school database (Bromcom).
- To provide efficient and effective first aid support to staff and students, liaising with parents or medical services as necessary.
- Any other duties that may be allocated from time to time which are commensurate with the overall level of the post.

### General Responsibilities

To be aware of and adhere to applicable rules, regulations, legislation and procedures, school policies (Safeguarding/Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).  
To maintain confidentiality of information acquired while undertaking duties for the school.





## Person Specification

	Essential	Desirable
<b>Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>• good standard of general education including. English and Maths</li> <li>• good communication skills, both verbal and written</li> </ul>	<ul style="list-style-type: none"> <li>• typing/secretarial qualification</li> <li>• First Aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• experience of working successfully and co-operating as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• experience of undertaking a range of administrative tasks</li> <li>• office experience</li> </ul>
<b>Professional Values</b>	<ul style="list-style-type: none"> <li>• wish to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body</li> <li>• establish and maintain good professional relationships with pupils, parents, and colleagues</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• wish to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body</li> <li>• establish and maintain good professional relationships with pupils, parents, and colleagues</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• to be able to deal with regular interruptions</li> <li>• establish and develop appropriate relationships with parents and governors</li> <li>• communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents, visitors</li> <li>• promote a positive working environment</li> <li>• be able to work under pressure</li> <li>• produce accurate work</li> <li>• Ability to work with minimal supervision and to act on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid trained</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• punctual</li> <li>• approachable and empathetic</li> <li>• organised and resourceful</li> <li>• of smart appearance</li> </ul>	<ul style="list-style-type: none"> <li>• creative and enthusiastic</li> </ul>





Devonport  
High School  
For Boys

"Everyone Succeeds"

# How To Apply

To apply for the post please complete the application form and email to Mikaela Blows, Headteachers PA, via [headteacher@dhsb.org](mailto:headteacher@dhsb.org) by 9am Tuesday 7th April, with Interviews taking place on the 9th April.

The position will be subject to a satisfactory enhanced DBS check.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We also recognise, respect and value differences and understand that diversity is a strength.

[Link to more information and Equity, Diversity and Inclusion Strategy.](#)

CVs are not accepted, please complete the application form in full. If you can meet the requirements of this role, we would love to hear from you. All applications should be made by completing the online application form and include evidence of how you meet the person specification for the role. For full details of the role, please see the Job Description.

[Link to application form.](#)

