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

Parkstone Grammar School

Work Experience and Future Pathways Administrator

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 Work Experience and Future Pathways Administrator — 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.

Anna Collins, 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.



Commitment Courage Compassion

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





Commitment Courage Compassion

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.





Commitment Courage Compassion

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



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







Commitment Courage Compassion

Leadership Structure

Headteacher

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



Commitment Courage Compassion

Job Description

Grade C/D, Points 4-5 (FTE £26,016 - £26,427) gross per annum
Actual Salary: £18,445 - £18,736 gross per annum

30 hours per week (Monday to Friday 8.15am to 2.45pm with half an hour unpaid lunch break). These hours can be flexible to suit the right candidate. This is 40 working weeks per year, which is term-time, plus training days, plus 5 days to be worked during school holidays.

RESPONSIBLE TO:

Head of Careers and Employability

MAIN JOB PURPOSE:

The Work Experience and Future Pathways Administrator is part of the team responsible for the provision of a general administrative service within the school. The postholder will support and work primarily with the Head of Careers and Employability.

MAIN RESPONSIBILITIES AND DUTIES

- Support the Head of Careers and Employability
- Co-ordinate Work Experience Programme
- Administer the UCAS application process.

WORK EXPERIENCE

- Maintain and develop the database for student access for placements
- To create, develop and foster relationships with partner agencies regarding work placement opportunities
- To support the coordination and application of work placements for all students in Years 10 and 12 and develop the process for students up to Year 9
- Produce Work Experience reports as required
- Act as the main point of contact with work experience 'employers' prior to and during work experience
- Support the Head of Careers and Employability to launch the work experience programme
- Supervise students' integration into work experience placements including providing support if problems arise.



UCAS

- Assist with the administration and processing of students University applications (UCAS) in coordination with the Data Manager, Director of Sixth Form and Head of Sixth Form.

CAREERS

Support Head of Careers and Employability with:

- Scheduling Year 11 Mock Interviews
- Scheduling Careers Appointments for all Year 11 students
- Updating interventions on Unifrog and SIMs
- Liaise with employment and education providers to come into school for Year 12 Futures Day
- The Careers Convention
- Scheduling 1:1 Careers appointments for all Year 11 and Year 13 students
- The GCSE and A Level results days during the summer holiday

OTHER DUTIES

The postholder may be required to perform duties other than those given above, including supporting the Attendance Officer. These may vary from time to time without changing the general level of responsibility. Such variations would not justify the re-evaluation of the post.





Person Specification

PROFESSIONAL

- Numerate/literate to at least GCSE (grade A* - C) standard or equivalent
- Advanced skills within Microsoft Word
- Advanced skills within Microsoft Outlook
- Advanced skills within Microsoft Excel
- Highly professional telephone manner
- Accurate keyboard skills
- Strong interpersonal and communication skills
- Experience of office environment and office administration
- Experience working in school environment would be desirable
- Knowledge of SIMS (School Information Management System) would be desirable
- Creative and professional approach to tasks
- Technical/logical work method

PERSONAL

- Discreet, confidential and trustworthy
- Professional attitude
- Proactive and able to use initiative
- Strong interpersonal and communication skills
- Ability to work effectively and calmly under pressure
- Strong team player, being aware and supportive of colleagues
- Flexible/adaptable approach
- Ability to relate positivley with young people
- Ability to use initiative
- Commitment to the school
- Enthusiastic and keen to embrace new opportunities





Commitment Courage Compassion

Applying for the Work Experience and Future Pathways 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

Closing Date: 9.00 am Monday 23 November 2026

Interviews: w/c 23 November 2026



Commitment Courage Compassion

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.

Parkstone Grammar School
Sopers Lane, Poole, Dorset, BH17 7EP

recruitment@parkstone.poole.sch.uk

