



The Purbeck School

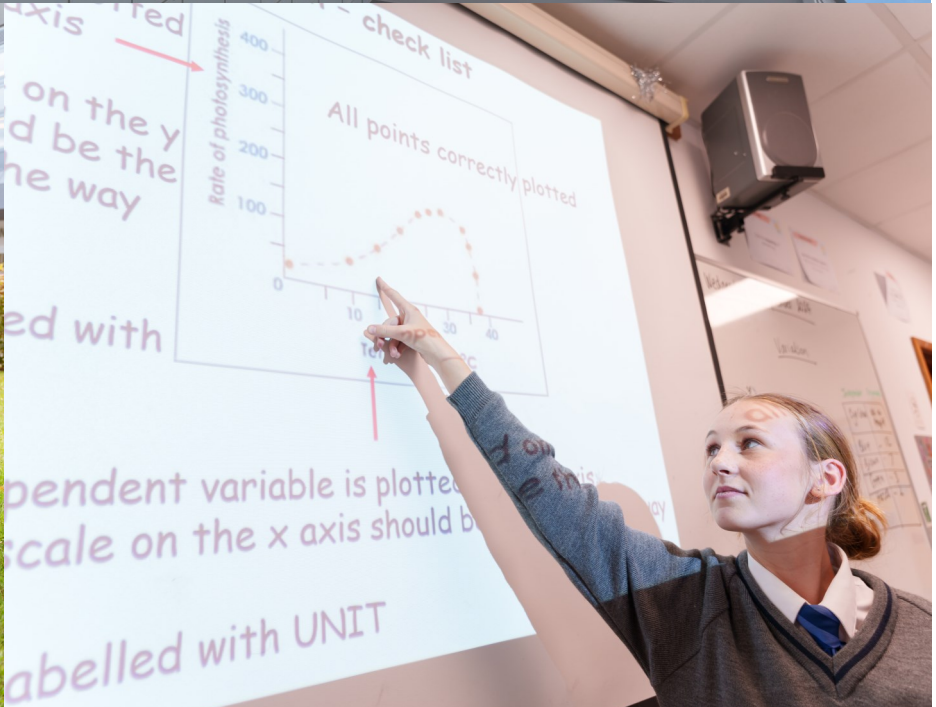
Achieving Excellence Together

APPLICATION PACK for Administrative & Finance Officer



Kindness, Aspiration, Perseverance





Welcome to The Purbeck School

Thank you for your interest in becoming part of the team at The Purbeck School.

I am obviously a little biased but The Purbeck School is a wonderful place to work. Over the past three years we have grown to be a very successful school with excellent results placing us comfortably in the top 20% of schools nationally.

We have high expectations of our staff and students and work around the key principles of Kindness, aspiration, and perseverance. We are looking for committed people who care passionately about education and the welfare and progress of students. This is also an incredibly supportive and friendly school with a very caring pastoral team.

Informal visits are welcomed, or if you have any questions please contact Sarah Penney on spenney@purbeck.dorset.sch.uk

The closing date for applications is Monday 28th April 2025.

I hope you find the information in this booklet useful and I look forward to hearing from you.

Yours sincerely,



Mr Adam Darley
Headteacher



Kindness, Aspiration, Perseverance



What OFSTED say

(April 2018)

*'students' progress in the sixth form and overall progress measures in the end of key stage 4 tests have been **very good**'*

*'progress in mathematics in the end of key stage 4 tests in 2017 placed the school in the top 20% of schools nationally, with middle-ability and the most able **pupils achieving significantly above pupils of similar abilities nationally**'*

*'[at key stage 5] overall outcomes for learners are **well above the national average**'*

*'transition from key stage 2 to 3 is **seamless**'*

*'**pupils are learning progressively** in subjects within the five years before taking their end of key stage 4 tests'*

'subject leaders intervene with teachers and pupils, as and when necessary'

'Wise spending of the Year 7 Catch Up funding'

*'**learners are known well as individuals** and are provided with **meaningful careers guidance** so that they leave the sixth form to follow appropriate paths in education, training or employment'*

*'pupils who have special educational needs (SEN) and/or disabilities have **been performing well from their starting points for many years**'*

'you have implemented a planned and cohesive approach to supporting pupils' progress which has benefited disadvantaged pupils....differences are diminishing'

*'you **eliminate any external barriers** and ensure pupils are ready, regardless of personal circumstances, to learn'*

*'**Safeguarding arrangements for the pupils are strong and part of the school's culture**'*

'attendance overall has improved and persistent absence has lessened'

Please read the full report at

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/113855>

JOB DESCRIPTION

Job Title: Administrative & Finance Officer with responsibility for Student Services

Reports to : Rachael Taylor, Office Manager

Responsible to: Sarah Penney, HR Manager

Salary: Dorset Grade 5 - Actual salary £16,935 - £17,203

Working Hours: 30 hours per week, term time plus 1 inset day

Purpose of Post: Admin

To work mainly in Student Services and be responsible for:

- dealing with daily student queries, issuing timetables etc.
- Oversee operations of the school shop.
- Issue fire registers in the event of a fire.
- Add school trips and visits to the schools system..
- Organising schedules for school photographers.
- Issue and organise student lockers.
- Provide efficient administrative support to all areas of the school.

Purpose of Post: Finance

- Support the financial operation of the school, including processing invoices and maintaining financial records.
- Help prepare financial reports and assist budget monitoring.
- Prepare banking from trip and school shop payments.

JOB DESCRIPTION

Purpose of Post: First aid

- To administer first Aid to students and staff when necessary.
- Ensure first aid kits are replenished
- Ensure student medication held by the school is in date and relevant permission forms are obtained.
- Ensure the student medical booklet is up to date to include allergies.
- Provide support for individual health care plans, (IHCP).
- Organise schedules for vaccinations carried out by the school nursing team.

What OFSTED say

(April 2018)

*'students' progress in the sixth form and overall progress measures in the end of key stage 4 tests have been **very good**'*

*'progress in mathematics in the end of key stage 4 tests in 2017 placed the school in the top 20% of schools nationally, with middle-ability and the most able **pupils achieving significantly above pupils of similar abilities nationally**'*

*'[at key stage 5] overall outcomes for learners are **well above the national average**'*

*'transition from key stage 2 to 3 is **seamless**'*

*'**pupils are learning progressively** in subjects within the five years before taking their end of key stage 4 tests'*

'subject leaders intervene with teachers and pupils, as and when necessary'

'Wise spending of the Year 7 Catch Up funding'

*'**learners are known well as individuals** and are provided with **meaningful careers guidance** so that they leave the sixth form to follow appropriate paths in education, training or employment'*

*'pupils who have special educational needs (SEN) and/or disabilities have **been performing well from their starting points for many years**'*

'you have implemented a planned and cohesive approach to supporting pupils' progress which has benefited disadvantaged pupils....differences are diminishing'

*'you **eliminate any external barriers** and ensure pupils are ready, regardless of personal circumstances, to learn'*

*'**Safeguarding arrangements for the pupils are strong and part of the school's culture**'*

'attendance overall has improved and persistent absence has lessened'

Please read the full report at

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/113855>

PERSON SPECIFICATION

	Essential
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's grade C or above to include English and Maths • First aid at work certificate (preferable but not essential as training will be provided)
Experience	<ul style="list-style-type: none"> • Knowledge of working in a school (preferable but not essential) • Previous experience of working with young. • Using MIS systems and competent IT skills with knowledge of all Microsoft application. • Handling, cash, cheques and online payments and basic finance.
Skills and Abilities	<ul style="list-style-type: none"> • Well-developed administrative and organisational skills. • Ability to cope with stressful situations. • Good communication skills, both written and oral, with both adults and young people. • Good keyboard skills. • Ability to multitask. • Able to work on own initiative as well as in a team. • Able to use IT systems accurately and effectively to produce reports, record information.
Personal Attributes	<ul style="list-style-type: none"> • Maintain a professional and positive manner. • Good interpersonal skills • Organised and calm under pressure • Positive attitude • Willingness to learn

GENERAL INFORMATION

The Purbeck School is a very successful school, currently celebrating a highly impressive Progress Eight score at GCSE for the third year running, with last year's Year 13 students also attaining record-breaking results. Both sets of results place us as one of the leading schools in the County for both GCSE and A level.

Once again our students have gone on to study Medicine, Law, Physics and English Literature (to name but a few) at universities including Oxford and many other Russell Group establishments, whilst others have secured highly competitive places on Higher Level Apprenticeships with companies such as Wessex Water and Babcocks.

As a result we have been oversubscribed for the past two years and are continuing to grow as a school. The school currently has around 895 lower school students and 177 in the sixth form, we are ambitious to grow these numbers over the coming years.



Kindness, Aspiration, Perseverance



The School

Much of the existing school has been transformed in 2015 when a significant building project was undertaken. As a result the school does boast a wide range of excellent facilities, especially with the redevelopment of the Design Technology block, a suite of highly impressive Science laboratories, an excellent new Learning Resource Centre, a brand new café and canteen and a state of the art Sixth Form Centre. Indeed, all school accommodation is new or has been refurbished since Spring 2015.



Our ICT network currently comprises over 250 networked computers located around the school and in our excellent Learning Resources Centre. All staff have their own laptop computers and a wireless network covers the whole site, allowing sixth form students to access the school network with their own devices.

An outstanding on-site sports centre with a sports hall, bar, floodlit all-weather tennis courts and astro pitches, gym, dance facilities, squash courts and a six-lane, heated indoor swimming pool is shared with the local community. The sports complex also houses the Wareham Youth Centre with whom we enjoy an excellent working relationship.



The school has a largely comprehensive rural intake. Our roll includes around 180 in the Sixth Form. We have around 65 FTE teachers and 30 FTE support staff. We are fortunate to have expert teaching in all areas of the school and staff turnover is low.



Kindness, Aspiration, Perseverance

Location

The Purbeck School is located in a highly desirable area in which to live and work. The school itself is situated in Wareham, a Saxon-walled market town in the central southern area of Dorset known as the Isle of Purbeck. It is a gateway town to the World Heritage designated Jurassic Coast that stretches south west from Swanage to East Devon. We are on the edge of Dorset's wonderful Area of Outstanding Natural Beauty (AONB) and adjacent to Poole Harbour, the world's second largest natural harbour.

Our 1000 students mostly come from the towns of Wareham and Swanage, both tourist and commercial centres, and the neighbouring villages of East and West Lulworth, Corfe Castle, Wool, Bovington and Studland. It is a predominantly rural area of some 200 square miles. The Winfrith Technology Centre, extensive army garrisons at Bovington and Lulworth are all nearby. Throughout this valuable ecological area are many tourist attractions, and the towns of Poole, Bournemouth and Dorchester are within easy reach by car, train or bus and offer good cultural, shopping and sporting facilities.

The school is situated on a fine site sloping down to the River Frome, commanding unspoilt views of the Purbeck Hills. It lies adjacent to the Wareham bypass, about half a mile from the town centre, and has its own extensive playing fields and excellent sporting facilities.



Teaching and Learning

The school is totally committed to ensuring that all its students have the opportunity to flourish. As part of this commitment we have established our teaching and learning around the principles of a Mastery curriculum which premise starts from one that all can succeed given the time and the right instruction. Effective curriculum design and using evidence based teaching techniques are the absolute cornerstones of our teaching and learning. All teaching staff at The Purbeck School are dedicated professionals who take an active part in their own professional development to ensure that their own teaching incorporates the very best evidential practice.

Pastoral Care and SEN

A well-established pastoral care system, based upon our four houses of Swift, Skylark, Kestrel and Kingfisher, provides many opportunities for students to develop their leadership skills and also forms the basis for our healthily competitive academic, sporting and cultural competitions. Students are part of a same-year tutor group, with each belonging to one particular house.

We are committed to an inclusive education and as such provide our students with a range of support through the 'Nest' which comprises of 4 non-teaching staff who support students with the day to day rigours of school. Within the Nest there is behavioural/ mental health/ attendance/ and safeguarding expertise and it is a vital support system for our staff and students.

In addition to an excellent pastoral system we also provide a highly effective SEN provision (Aim High). Our SENCO and team of HLTA/TA's work with small groups and individuals to ensure that all of our students have the very best opportunities to succeed.

The 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 enjoy accredited Healthy Schools' Status and are a completely non-smoking site.

Leadership and Management

The school's Senior Leadership Team comprises the Headteacher, a Deputy Head, six Assistant Heads and the School Business Manager.

The school is organised into curriculum areas and we offer wide choice and diversity. Our curriculum is rich and we provide a wide range of learning opportunities in a variety of contexts through both the formal curriculum and the extra-curricular programme.

The Governing Body comprises 16 governors, including staff governors, who meet termly, as do their sub-committees for Finance, Teaching & Learning, Pay & HR, Student Development and Chairs'.

Achievement

As you will see from our examination results, we continue to work hard to improve progress and achievement at The Purbeck School. We aim to achieve this by focusing on high quality teaching and learning. We invest heavily in professional development to continually improve practice and are looking to appoint teachers who share this same aspiration and potential.

SAFER RECRUITMENT PROCESS

The Purbeck School is committed to safeguarding and promoting the welfare of children in the school. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. The process is outlined below, but can be provided in more detail if required.

REFERENCE CHECKING

At least two references will be requested, normally from previous and current employers. These may be contacted before the interview and in all cases, before an offer of employment is made. Please be aware that there may be checks carried out on all aspects of an application to confirm the validity of information supplied.

EQUAL OPPORTUNITIES STATEMENT

The Purbeck School values the diversity of our workforce and welcomes applications from all sectors of the community.

CHILD PROTECTION STATEMENT

The school is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check with the Governments safer recruitment.

This role is UK based and your Right to Work will need to be established as part of the appointment process

School Staffing Structure 2024/25

Senior Leadership Team (SLT)

Headteacher – Mr Adam Darley
Deputy Headteacher – Mr Carl Morris

Assistant Headteachers

Mr Simon Holmes
Mrs Marie Simmonds
Mrs Carly Watson
Mr Joshua Mead
Mr Joseph Foyle

Head of Sixth Form – Mr Simon Holmes
Special Needs Coordinator – Miss Rebecca Alls

House Heads

Head of Kestrel— Miss K Yarnold
Head of Kingfisher— Mr Nathan Hunt
Head of Skylark— Mr Jerome Deremaux
Head of Swift— Mr Adrien Barker

Core Subject Leaders

English: Mr Joshua Basford - **Maths:** Mr Carl Morris - **Science:** Mr Joe Foyle

Designated Safeguarding Lead (DSL)

Mrs Rachel Stevens

Deputy DSL

Mrs Claire Smith - Mr Adam Darley - Mrs M Coronilla - Mr J Mead - Miss R Alls
Mr S Holmes - Mr J Waterman

Support Services Manager

Ms Nicky Marsh

PA to Headteacher/HR Manager

Mrs Sarah Penney

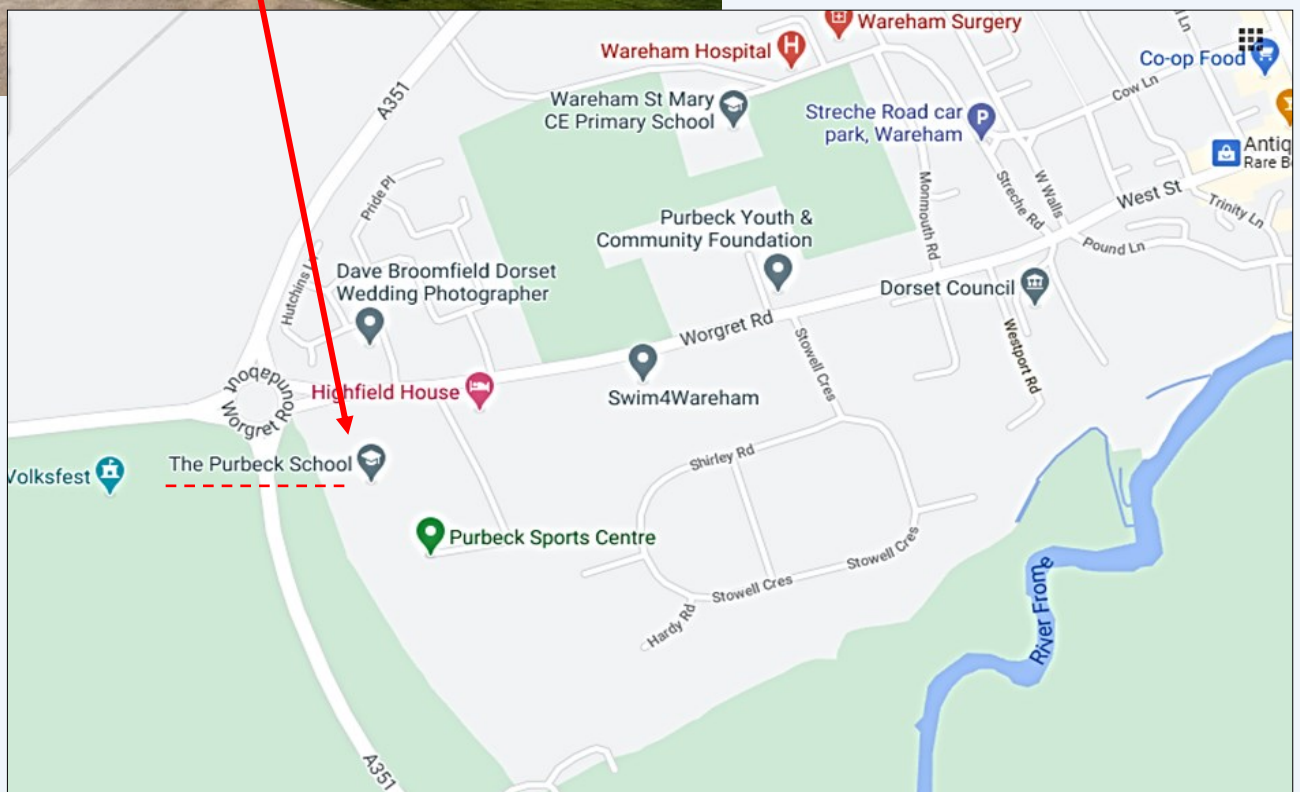
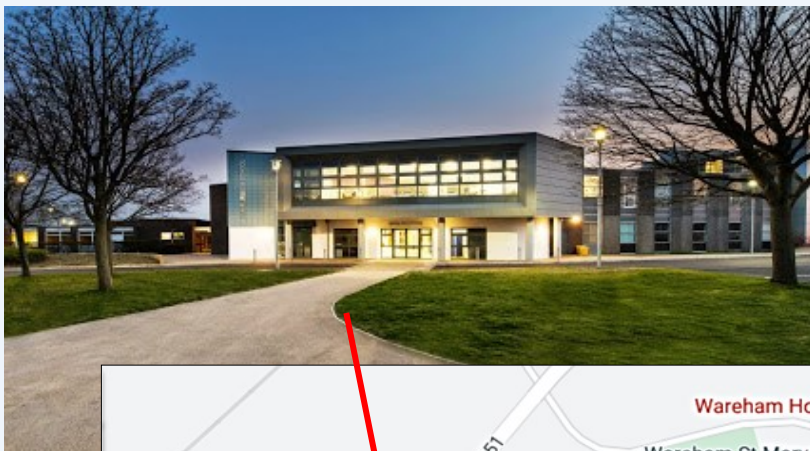
How to find us

The Purbeck School
Worgret Road
WAREHAM
BH20 4PF

Phone: 01929 550077

Email: office@purbeck.dorset.sch.uk

www.purbeck.dorset.sch.uk



Kindness, Aspiration, Perseverance

