



# THE PORTSMOUTH GRAMMAR SCHOOL

## JOB DESCRIPTION

**Job Title**                      **Outdoor Pursuits Administrator**

**Line Manager:**              **Surmaster**

**Contract:**                      **Part Time, Term-Time**

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. An exciting opportunity has arisen for an experienced and well organised administrator to join the Outdoor Pursuits Department.

The role of Outdoor Pursuits Administrator is well-established in the school and complements the school's increasing profile in Outdoor Pursuits including the Duke of Edinburgh's Award Scheme, the Combined Cadet Force (CCF), Adventure Training, Ten Tors and a number of other activities.

The post holder will provide effective and reliable support to the Head of Outdoor Pursuits, the CCF Contingent Commander, Surmaster and the staff i/c The Duke of Edinburgh Award Scheme. Duties will include those outlined below and any other tasks that may reasonably be required to help the smooth operation of outdoor pursuits at PGS.

The line manager for the Outdoor Pursuits Administrator is the Surmaster.

This is a busy and varied role and candidates must be flexible, with the ability to prioritise a busy workload and work accurately with attention to detail. IT proficiency is required and experience of using databases would be advantageous. Excellent communication skills and a commitment to a strong customer service ethos are essential.

This post is a permanent, part time, term time only role, to include attendance at all INSET days in the school calendar. The hours of work will be 18 per week, Monday – Friday and depending on the work pattern agreed may include an unpaid 30 minute lunch break. The annual pro-rata salary for this post is £7,800, which includes holiday pay. This is calculated based on a full time, year round salary of £21,126. There may be the opportunity to work extra hours at busy times.

The PGS Outdoor Pursuits programme is extremely popular with pupils throughout the Senior School and although prior experience is not necessary, the ideal candidate will have an interest in and enthusiasm for the programmes he / she will support. The current post holder assists as

a volunteer with CCF and Duke of Edinburgh Expeditions which take place in the school holidays and at weekends and although this is not a requirement of the role, opportunities for volunteering could be available for a suitably qualified candidate.

The start date will be 1 September 2018.

**Responsibilities for the role include:**

- Liaison with CCF Contingent Commander, Head of Outdoor Pursuits and leaders of The Duke of Edinburgh's Award scheme as required
- Liaison with pupils, staff and parents regarding the electronic DofE database (eDofE) including managing pupil and staff log-ins, updating material as required and assisting with DofE queries
- Liaison with the Surmaster regarding all Trip procedures (including letters to parents, planning forms, risk assessments and maintaining records for the School Office)
- Support Surmaster with duties such as early lunch passes and prefect rotas
- Administration of DofE applications by pupils
- Administration of CCF applications by pupils
- Administration of staff training needs inc. First Aid, Midas, DofE staff training courses
- Administration of CCF Camps, DofE expeditions, Ten Tors, Charlton Chase and other outdoor activities and overseas expeditions (including letters to parents, managing consent forms, liaising with institutions, booking campsites and transport, posting information on Google Drive and liaising with staff and pupils) as appropriate
- Auditing and maintaining a database of CCF and Outdoor Pursuits equipment through liaison with the SSI.
- Assisting with the issue and return of equipment to pupils and staff.
- Assist with the DofE Direct License Centre (DLC) Reviews and annual DofE Presentation Evening
- Maintaining and updating the database of staff outdoor qualifications including Moorland Leader, ML, BCU, Midas, DofE, First Aid
- Design and create posters (with Publisher) using the photos taken during Outdoor Pursuits and CCF camps, events and expeditions.
- Assist with providing text and photos for various PGS publications under the guidance of the Surmaster.

**Contract of Employment:**

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

**Benefits:**

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

Key financial benefits of employment at PGS include a generous salary structure and leave allowance.

Support staff are usually required to take their holiday entitlement during the school holidays and not during PGS term times.

A two course lunch is provided to all staff during term time.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

**How to apply:**

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at [www.pgs.org.uk](http://www.pgs.org.uk) under the 'About Us' section and any queries regarding the vacancy should be emailed to [HR@pgs.org.uk](mailto:HR@pgs.org.uk).

An electronic application would be preferable, submitted to [HR@pgs.org.uk](mailto:HR@pgs.org.uk). All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to The Headmaster, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon, Friday 22 June 2018 and early applications are encouraged. Interviews are scheduled to take place on Thursday 28 June 2018.

*June 2018*