



CASTLE COURT SCHOOL



Welcome from the Head

Dear Candidate,

When people ask me what makes Castle Court so special, my answer is always the same. It is the people – the Castle Court family. Castle Court is a very special place; we are a close-knit community where everybody is known and valued as an individual. When people first walk into Castle Court, they are struck by the genuine warmth of everyone they meet, but also by their passion and energy. Our 7Cs values of being compassionate, curious, creative, courteous, courageous, committed and collaborative are lived out week in and week out by both our staff and pupils.

Our emphasis is on the whole child and developing future leaders. We want our pupils to use all that they learn at Castle Court to make a positive difference in the world, for the good of all. We are a Christian School, and this permeates all aspects of school life and our interactions with one another. We are also a leading PSB school (Pre-Senior Bacculaureate) nationally and a member of the Learning Skills Trust. We are therefore naturally forward thinking in our approach to education and want to ensure that our pupils are equipped with the knowledge, skills and character they need to be successful and make a difference in an ever-changing, global world.

Our school is set in 55 acres of rolling Dorset countryside, and we are 15 minutes from the coast. We actively promote outdoor learning as we believe that our pupils should be inspired not only by those who teach them but also by the world in which they live. We are also passionate about unlocking each child's potential by developing their passions and strengths. We are therefore committed to providing an extensive co-curricular programme which inspires and challenges our pupils, develops character and leadership whilst also being lots of fun!

It is an exciting time to be joining our school: we have just completed the building of an outdoor classroom adjoining our 10 acres of woods as we continue to invest in our beautiful rural site. We have also introduced a new Character and Values Education (CAVE) programme, which focuses on the themes of self-care, people-care and earth-care. This enhances our curriculum by providing a broader range of co-curricular opportunities to develop key life skills, community action, outdoor learning and pupil leadership.

At Castle Court, we believe that childhood should be cherished and be a time of great joy and growth. I want all the children at Castle Court to look back at their time at the school and say it was the best of times, but also that it helped make them the person they are today. I hope this brochure gives you a good insight into life at Castle Court and inspires you to apply for this position and become part of the Castle Court family.

K Johnson

Mrs Katie Johnson
Head



SCHOOL

An Introduction to Castle Court

OUR VALUES

We are a Christian Community who have a whole school spiritual assembly on a Monday. Day to day we live out our 7Cs values of being: Compassionate, Curious, Creative, Courteous, Courageous, Committed and Collaborative. In our Friday Awards Assembly, Form Tutors give Head's Awards to children who have demonstrated one of these 7Cs values during the week.

OUR CURRICULUM

The Pre-Senior Baccalaureate, through the Learning Skills Trust, is the foundation of our curriculum, with the key strands of Thinking and Learning, Independence, Leadership, Communication, Collaboration, Reviewing and Improving running from the Pre-Prep through to Year 8. We believe in a knowledge-rich curriculum, but one that also provides children with key skills for life. We are recognised as a leading PSB school nationally and a beacon for other schools. Having embedded the PSB curriculum, we have just received an outstanding audit which will propel us further in the future.

We are a very forward-thinking school; we have implemented a new Character and Values Education (CAVE) to ensure that our pupils are prepared for an ever-changing future world. As part of this, we have further enhanced our co-curricular offering, including our Leadership and Activities Week programme.

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SCHOOL



An Introduction to Castle Court

ABOUT US

Castle Court is a day Prep School located in the heart of Dorset; we seek to appoint staff who will be keen to be involved in the full breadth of school life and supportive of the school's Christian foundation. Castle Court was founded in Parkstone, Poole, in 1948 as a day school for boys; in 1968 it moved to its present site in beautiful grounds on the north edge of Corfe Mullen. In the 1970s the school became co-educational and has steadily grown in size: today it has around 280 pupils, aged from 2 to 13.

The setting is idyllic: 55 acres of magnificent playing-fields, playgrounds, gardens and woods; a school with stunning facilities, set in rural surroundings, yet easily reached from Bournemouth, Poole, Dorchester, Ringwood and the Isle of Purbeck.

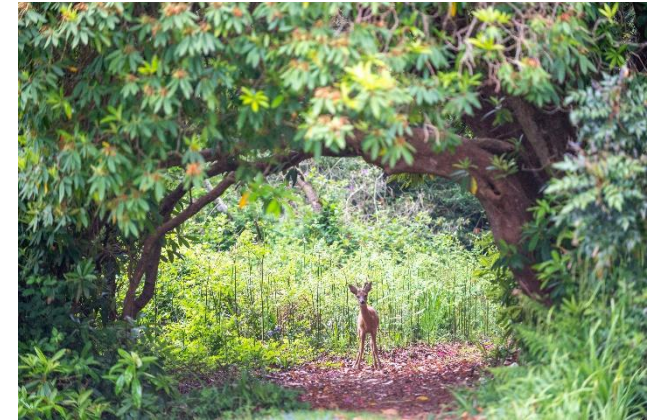
The school has an excellent academic record and other strengths across the board: in Sport, Music, Art, Drama, Design Technology, and in Outdoor Learning. Please see our website www.castlecourt.com for evidence!

For administrative purposes it is divided into the **Nursery** (Badger Cubs and Badgers), **Pre-Prep** (Reception to Year 2) and **Prep School** (Years 3 to 8).

The Leadership Team comprises the Head, Deputy Head, Head of Marketing and Admissions, Assistant Head – Pastoral, and the Director of Teaching and Learning. The Management Team consists of Section Leaders, SENDCO, Core Subject Heads of Department, Director of Sport, Director of Music and Head of ICT. The Section Leaders look after the sections as follows: Nursery and Pre-Prep, Years 3-6 and Years 7 & 8.

OUR AIMS

- The child's learning and well-being are at the heart of all that we do.
- The educational experience is knowledge-rich, rigorous and well-balanced and where academic expectations are continually exceeded.
- Each child is nurtured through outstanding pastoral care so they can flourish inside and outside the classroom.
- Each child is provided with a strong foundation and compass for life – prepared with the skills needed for future success in a global world.



The Opportunity

POSITION DETAILS:

We are looking for a warm, organised and energetic individual to join our office team as a **School Office Administrator**. This position is available from **February 2026** and is permanent.

We are looking ideally for our new colleague to work five mornings, from 8am to 2pm, and are also able to offer some afternoons (until 5pm) depending on the availability of the candidate.

The full-time equivalent salary for this role, based on the hours and days detailed above, is £20,808 excluding holiday pay. There is also an additional first aid responsibility allowance for the right candidate.

OVERVIEW:

Castle Court School is seeking an organised, energetic Office Administrator to run our busy front office. With our strong emphasis on community, pastoral care and outdoor learning, the School Office Administrator plays a central role in supporting pupils, staff and parents each day. This is a busy, varied and highly rewarding position for someone who enjoys working with children, thrives in a fast-paced environment, and approaches each day with good humour, flexibility and professionalism.



Job Description

Key Responsibilities:

General Administrative support:

- Support in the smooth running of our busy school office, ensuring it remains a welcoming hub for parents, pupils and visitors.
- Undertake reception duties: answer telephone calls, re-direct calls, pass on messages to others as required and deal with face-to-face enquiries in a timely, professional and friendly manner
- Work as part of the admin team to monitor the office emails, re-directing them or replying as necessary
- Welcome and sign in visitors, arranging hospitality as necessary
- Oversee and assist pupils and parents who report to the office during the day
- Provide general admin support such as photocopying, filing, emailing, printing, production of labels, lists, data as requested
- Sort incoming mail and distribute it accordingly, and deal with outgoing mail in a timely manner
- Under the direction of the Assistant Head (Pastoral), ensure that registration protocols are adhered to and that absences are correctly coded
- Be available to offer basic first aid to children as and when required, including looking after unwell pupils and deciding on the best course of care for each pupil
- Ensure that the school's SIMS database is kept up to date with changes of address etc, including changes to dietary and medical information

Medical and First Aid Responsibilities:

- Be the first point of contact for accidents, first aid or medical-related matters
- Care for pupils with warmth, calmness and professionalism when they are unwell or in need of support
- Liaise with existing and incoming parents, visiting or destination schools, and the kitchen team regarding accommodating medical conditions and dietary restrictions
- Organise immunisations and oversee their taking place in school
- Coordinate first aid provision for trips, visits, sporting fixtures and school events
- Manage and update medical records for all children, liaising closely with parents
- Ensure that record keeping is accurate and updated regularly, including accident report forms and first aid training for staff.
- Ensure first aid supplies are well-stocked, and equipment maintained
- Work with the Director of Operations to ensure that relevant aspects of the Health and Safety Policy relating to First Aid are implemented

Contribute to the wider Castle Court School life by:

- Upholding our school values and aims
- Following school policies and procedures
- Participating in out-of-hours events such as **Summer Fest** and **Speech Day**
- Undertaking other duties as may be reasonably required



Person Specification

ESSENTIAL QUALITIES AND CHARACTERISTICS

We are seeking to appoint an Office Administrator who...

- Has excellent interpersonal skills and the ability to build strong relationships with children, families and colleagues.
- Is confident in using IT, including proficient use of Microsoft Word and Excel.
- Has experience with school management systems (this is helpful, but full training will be provided).
- Able to multitask, prioritise and stay calm in a fast-moving prep-school environment.
- Highly organised, reliable and able to meet tight deadlines.
- Creative, adaptable and a genuine team player.
- A good sense of humour and a positive, resilient outlook.
- It would be helpful if you were first aid qualified, with proven practical experience.

Notwithstanding all the above, the nature of the Prep School environment will require a far-ranging involvement, and the above job description should not be taken as exhaustive. All staff are responsible for promoting and safeguarding the welfare of children within the school, raising any concerns following school procedures.



How to Apply

APPLICATION

If you wish to apply, please send a completed application form to Katie Johnson, Head, via email to hmsec@castlecourt.com.

Candidates are asked not to send CVs.

Please be aware that references and relevant safeguarding checks will be taken up ahead of interviews if you are shortlisted.

The school will conduct online searches of shortlisted candidates. This will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if or when findings are relevant or of concern.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not to mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

CLOSING DATE: Monday 5 January 2026 at 8am

INTERVIEW DATE: Friday 9 January 2026

APPLICATION PREPARATION

For more information about the school please visit our website: www.castlecourt.com.

