



Devonport
High School
For Boys

"Everyone Succeeds"



Application Pack

Position: Office Administrator



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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

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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.



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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 21st 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.

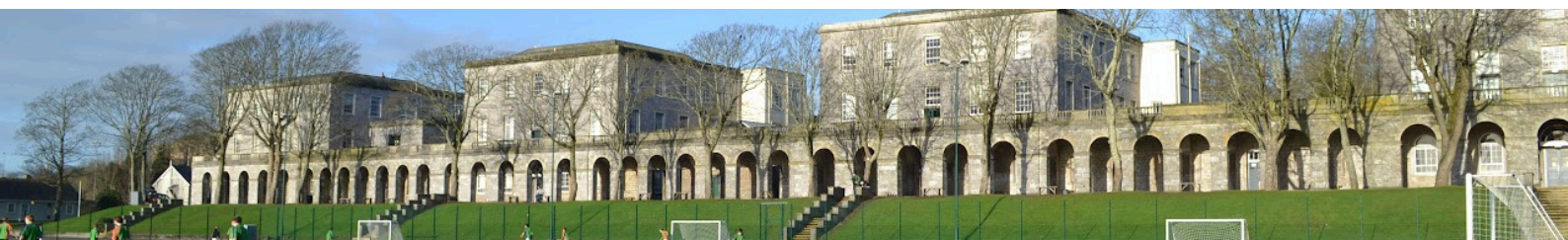
RESILIENCE

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.





Office Administrator

30 hours per week (flexible), 39 weeks per year

Salary in the range £25,583 to £26,403 per annum (Prorated £17,765 - £18,333)

For September 2026 we are looking for an energetic Administration Officer to join our Resources Team. Some education sector experience would be beneficial but is not essential, as full training and support will be provided. The requirement for the post is term time only working 39 weeks (to include non-pupil days).

This position will assist the Office Manager with overseeing educational visits and aspects of the school's timetable, curriculum and assessment processes, ensuring that excellent service standards for our families, students and staff are maintained and developed. The role will also assist in areas such as, but not limited to, creating resources for the whole school, liaising with students, maintenance of the MIS system and reception cover.

If you would like an informal discussion about this role please contact Mikaela Blows, Head's PA, at mikaela.blows@dhsb.org.

Further details and the application form are available at www.dhsb.org/recruitment.

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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

Key Purpose of Position

We are looking for an enthusiastic Office Administrator to join our Support Services Team. This position will assist the Office Manager with overseeing educational visits and aspects of the school's timetable, curriculum and assessment processes, ensuring that excellent service standards for our families, students and staff are maintained and developed. The role will also assist in areas such as, but not limited to, creating resources for the whole school, liaising with students, maintenance of the MIS system and reception cover.

Key Skills and Requirements

We are seeking to appoint a flexible and adaptable individual. Some education sector experience would be beneficial but is not essential as full training and support will be provided. The requirement for the post is term time only working 39 weeks (to include non-pupil days) with the quoted salary range prorated accordingly. We are open to flexible working arrangements, including adjusted hours, for the right candidate. You should be a comfortable user of IT and understand its significance to the workplace.

The post holder will be expected to become first aid trained and assist students with minor injuries and illness.

Given the nature of the role, home working is not an option for this post.

Duties and Responsibilities

Reporting to the Office Manager, the postholder will undertake a range of administrative duties connected with student enrichment, timetabling, options, and general curriculum delivery. They will create resources for the whole school as directed, assist with trip administration, make bookings for transport, venues and others as needed, provide Reception cover and any other duties and responsibilities commensurate with the overall grading 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.



How To Apply

To apply for the post please complete the application form and email it to Mikaela Blows, Headteachers PA, via mikaela.blows@dhsb.org by 9am Thursday 16 July. Interviews will be held the following week.

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. 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 Key skills and Requirements for the role and your experience in relation to the Key Purpose of the job and the Duties and Responsibilities.

[Link to application form.](#)

We reserve the right to close the vacancy early if we receive a high volume of suitable applications.

