



# Prior Park Schools

*An Education for Life*

## SCHOOL ADMINISTRATOR

Prior Park Educational Trust comprises three thriving and prestigious schools: Prior Park College, The Paragon School both located in Bath and Prior Park School, Gibraltar. The heart of Prior Park Schools is the encouraging Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate and independent minded young people.

We are looking to appoint an experienced and proactive administrator to help support our professional and dynamic HR team, based in Bath. In addition to providing a wide variety of HR services, our busy, central HR department is responsible for maintaining high standards of compliance across the Trust.

The successful candidate will need to be highly organised, detail-oriented and have excellent communication, organisation and IT skills. The post holder will need to be able to work well under the pressure and be flexible to the needs of the department. High presentation standards and excellent work ethic are vital. Proven experience of working in a fast-paced HR and/or school environment would be an advantage, but not essential. Training opportunities will be available for the right candidate. Ability to work with minimal supervision as well as a part of a team is essential.

This will be a full time, all year round, permanent contract.

Suitable candidates may be interviewed before the closing date and the PPET reserve the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

**Closing date for applications is 22 September 2020**

Application information can be obtained from the website or by contacting our HR department.

**Telephone: 01225 835 353, ext. 284**

**E-mail: [recruitment@priorparkschools.com](mailto:recruitment@priorparkschools.com)**

**Website: [www.priorparkschools.com](http://www.priorparkschools.com)**

*Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Prior Park College is an Equal Opportunities Employer and a registered Educational Charity no. 281242 as well as a data controller and registered with the Information Commissioner's Office as required under current data protection legislation.*