



Prior Park Schools

ADMINISTRATION ASSISTANT, HR

We are a family of schools comprising Prior Park College (Bath), The Paragon Junior School (Bath) and Prior Park School Gibraltar, each providing a high achieving, co-educational, Christian education. Our encouraging ethos nurtures pupils to become confident, capable, compassionate and independent-minded young people.

An excellent opportunity has arisen for an experienced Administration Assistant, HR to join Prior Park Schools, supporting a forward-thinking team by providing high quality, professional recruitment and generalist HR administrative service. This is a key role, with a particular focus on undertaking and recording of all pre-employment checks in line with the guidance for independent schools, ensuring compliance with the regulatory requirements (Safer Recruitment) within a very busy HR function. The post requires a committed, skilled and proactive individual willing to make an all-round contribution to the Department.

The post holder will have a strong administrative background with proven working knowledge of admin and office systems. Confidence in using IT with experience of Microsoft Word, Outlook, and Excel is crucial to increase efficiency of the admin function. A diplomatic manner, excellent communication skills including the ability to build relationships with contacts internally and externally as well as honesty, integrity and ability to keep confidentiality are all essential.

The post is offered on a permanent basis, with core business hours 8:30am to 5:00pm, Monday to Friday, all year round.

We offer a supportive working environment, a competitive salary as well as free lunch each day the kitchen is operational. We also offer 33 days holiday (including bank holidays), access to other benefits including free parking onsite, a contributory pension scheme and complimentary gym membership.

The role is based predominantly at Prior Park College but travel to other locations may be required as part of wider Prior Park Schools work.

Closing date for applications is 13 December 2021 (9.00 am)

Suitable candidates may be interviewed before the closing date and the School reserves the right to withdraw the position if an early appointment is made.

Applicants are therefore encouraged to apply early.

For a full description of this role and information on how to apply please visit our website or contact our HR department.

Telephone: 01225 835 353, ext. 284

E-mail: recruitment@priorparkschools.com

Website: 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.