



# Prior Park Schools

## DATA ENTRY AMINISTRATOR, HR 3 MONTH CONTRACT

We are a family of schools comprising Prior Park College, 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 to join the HR Department at Prior Park College, actively supporting a major system migration project. The role, which is focussed on extracting the existing data and entering it into a central database, requires excellent attention to detail, the ability to interpret basic HR data and accurate data input skills.

The post holder will have a strong administrative background with proven working knowledge of admin and office systems. Confidence in using IT, in particular Microsoft Word and Excel is crucial to this role. A good eye for detail, diplomatic manner and excellent communication skills are essential, as is honesty, integrity and the ability to maintain confidentiality.

Whilst the main purpose of the role is to efficiently and accurately enter data, the post holder may also be asked to assist with other administrative tasks within the HR or other departments. The post therefore requires a skilled, committed and proactive administrator willing to make an all-round contribution to the organisation. Background of working in HR is desirable but not essential.

The post is offered on a 3-month contract with the possibility to extend. Our core business hours are 8:30am to 5:00pm, Monday to Friday, all year round but requests for a flexible pattern of work will be considered.

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), pro rata, access to other benefits including free parking onsite, a contributory pension scheme and complimentary gym membership.

### **Closing date for applications is 8 August 2022 (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](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.*