

## Post: Administration Assistant, HR

Reporting to:

1. HR Manager
2. Recruitment Coordinator

### Prior Park Schools

Prior Park Schools (PPS) is a charitable trust comprising 3 independent but interdependent day and boarding schools set in the beautiful South West of England and Gibraltar. Prior Park College (PPC), the senior school and The Paragon School, the junior school, both in Bath and a senior school in Gibraltar. Each school provides high achieving, Catholic/Christian co-education. 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 independently minded young people.

Each School has a Head Teacher and a Leadership Team who lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Head Teachers and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding.

The Executive management of the schools is devolved to a Board called the Prior Executive Board (PEB) which comprises the Head Teachers of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education. The PEB is chaired by the Head of PPC with the agenda and papers provided by the Director of Operations & Finance.

### Purpose of the Role

The Administration Assistant, HR (AAHR) is a key role providing high quality, accurate and responsive generalist HR and Recruitment administration service across PPS. The main focus of the role are vetting checks processed in a timely manner and in accordance with strictly prescribed guidelines. In the discharge of their duties, the post holder will adhere to the compliance standards in safer recruitment practice, employment law and data protection.

### Contacts

The AAHR can expect to have a wide range of contacts with stakeholders both within and beyond the organisation.

### The HR Department

The HR department is a central function providing services to the schools within the Trust and some 300 staff across our schools.

The HR Team consists of the HR Manager (HRM), an HR Advisor (HRA), an HR Coordinator (HRRC), the Recruitment Coordinator and an Administrator (AAHR), working a combination of full-time and part-time hours, all year round.

The department is responsible for a wide array of disciplines ranging from recruiting and retaining the best talent, regulation and compliance, advice in respect of employee relation matters, policy formulation, training and development.

## The Role

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The AAHR will be assisting, supporting and working closely with the HRRC and HRM to ensure operational excellence through all Safer Recruitment and wider HR administration across PPS. The AAHR will provide confidential and comprehensive administrative support to the HR team, incorporating the whole recruitment process, maintaining management information system, personnel files, and elements of the employee life cycle.

The AAHR will report directly to the HRM but on a daily basis will be line-managed by the HRRC. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

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.

The key functions of the role are as follows:

- assisting the HRRC with drafting and publishing recruitment materials, logging and liaising with the applicants, arranging interviews, preparing interview packs and hosting interview days;
- responsibility for the entire recruitment lifecycle, ensuring smooth, timely and accurate processing of all the vetting checks in line with the Safer Recruitment protocols; this includes obtaining references, right to work checks, DBS (Disclosure and Barring Service) clearances etc.;
- providing timely and accurate guidance on Safer Recruitment protocols to recruiting managers and candidates;
- building and maintaining excellent relationships with recruiting managers and candidates;
- arranging and overseeing induction for new employees;
- assisting other members of the department in administrative duties in connection with offers of employment, personnel changes and other areas;
- timely and accurate input of data into the HR Information System, which may include recording information on the School's Single Central Registers;
- maintaining accurate records and ensuring that procedures are always followed in accordance with employment law, Safer Recruitment and GDPR;
- processing leavers in accordance with the established protocols;
- handling incoming calls and emails, responding to and triaging messages;
- providing basic advice and assistance to staff and external parties;
- absence recording;
- generating reports as and when required;
- ensuring all HR forms are reviewed and updated regularly;
- maintaining exemplary filing and archiving system;
- assisting with ad hoc HR projects and other tasks;
- promoting the School as the employer of choice through excellent verbal, written communication and interpersonal skills;
- additional administrative help including covering Reception duties;
- having due regard to the School policies and procedures, in particular Safeguarding.

## Line Management

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The AAHR has no direct line management responsibilities.

*The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.*

## Professional Specification and Personal Attributes

The post holder must have excellent interpersonal and communication skills and be able to liaise with prospective and actual candidates as well as staff at all levels in a friendly but assertive and professional manner. They will be expected to maintain the utmost confidentiality and will need excellent organisational skills and be able to demonstrate a methodical and organised approach.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Educated to A level or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Proven experience in an administrative role</li> <li>Proven experience of the operation and administrative systems</li> <li>Confidence in using IT with experience of Microsoft Word, Outlook, and Excel to increase efficiency of admin functions</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working in a school or other educational establishment or in HR / recruitment / compliance sector</li> <li>Previous experience of working in a high pressure/highly regulated office/admin environment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Sound working knowledge of admin and office systems</li> <li>Knowledge and awareness of the importance of confidentiality and data protection</li> </ul>	<ul style="list-style-type: none"> <li>A good understanding of current Safer Recruitment standards</li> </ul>
Skills and competences	<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills with the ability to produce high quality documentation</li> <li>Excellent organisational/time management skills, able to work to strict and often conflicting deadlines, often under pressure</li> <li>Excellent attention to detail</li> <li>Ability to accurately interpret information and to follow instructions and to refer decision to others, where appropriate</li> <li>Excellent level of interpersonal skills to enable liaison with staff and candidates</li> <li>An ability to work collaboratively within the team and across many departments</li> <li>Ability to work independently</li> <li>Ability to develop and maintain positive and supportive working relationships</li> <li>Ability to view the role as critical in deterring unsuitable applicants from applying for roles with PPS and to identify and reject them if they do</li> <li>Strong commitment to Safeguarding and ability to take ownership of the role and its duties</li> <li>Confidence, drive, honesty and integrity</li> <li>A good sense of humour</li> </ul>	

### Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

### Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be always adhered to. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

### Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the Administration Assistant, HR can expect to be involved in activities which may require physical exertion, always observing health and safety regulations and practices.

In addition to the normal bank and public holidays, the post holder shall be entitled to an additional 25 days paid holiday, pro-rata according to contract, if applicable.