



## Post: Administration Assistant, Reception Prior Park College, Bath

Reporting to: The Foundation Executive PA

### Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads 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 oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB), the standing members of which are the Heads of each constituent school and The Director of Operations & Finance. 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.

### Purpose of the Role

The Administration Assistant, Reception (AAR) will be part of the team which delivers our crucial Front of House services. The AAR is the first point of contact for pupils, parents, staff, and visitors, and holds a central role in promoting Prior Park's welcoming and engaging environment.

### Contacts

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

## The Role

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The AAR reports directly to and is line-managed by the Foundation Executive PA (FEPA). In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The AAR is predominantly the first point of contact for parents and visitors. The post is vital to how the school is perceived by visitors and to the smooth running of the College.

The position is a job share role and flexibility is essential as the post holder will be expected to work a combination of mornings (8.00am - 1.00pm) and afternoons (1.00pm - 6.00pm). The post is required for 40 weeks of the year, 35 weeks during term time plus a further 5 weeks, to be worked in agreement with the Executive PA, but predominantly over the summer holidays. Holidays are to be taken in line with the school calendar and must be taken during the school holidays unless exceptionally agreed by the Director of Finance and Operations.

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 AAR role scope includes but not limited to:

- Responsibility for the smooth day to day running of Reception and to ensure that the desk and the Mansion Hall are always clear and tidy
- Providing a professional meeting and greeting service to parents and visitors
- Overseeing the electronic visitor/student/staff management system and ensure that all visitors sign in and out as per protocols
- Assisting with the issuing of lanyards and wrist fobs for Trustees, staff, and students
- Handling incoming calls, emails and taking accurate messages
- Dealing with deliveries received on site, liaising with the Estates Department and the Boarding Houses to ensure efficient processing of deliveries
- Providing an efficient and effective administration service including proof-reading of letters and preparing formal correspondence to parents from academic staff via the iSAMS database
- Assisting with the recording of student absences and to assist ensuring statutory registration requirements are met both in the morning and the afternoon
- Assisting the Examinations Officer with the arrival and dispatch of confidential exam papers
- Administration for overseas school trips, liaising with trip organisers and the Finance Departments as required
- Setting up and overseeing the administration of theatrical and musical ticket sales via online booking systems
- Assistance with preparation and set up of events, e.g., parent evenings, Open events, carol service etc.
- Providing Additional administrative assistance as required for other Departments

## Line Management

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The AAR has no line management responsibility.

*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 good interpersonal and communication skills. They will be able to liaise with visitors and staff at all levels in a friendly 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>First Aid at work</li> </ul>
Experience	<ul style="list-style-type: none"> <li>A confident IT user with experience of Microsoft Office 365</li> <li>Proven experience of the operation of administrative systems</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or other education setting</li> <li>Previous reception experience</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Sound working knowledge of admin and office systems</li> <li>Proven knowledge of need for confidentiality and data protection</li> </ul>	
Skills and competences	<ul style="list-style-type: none"> <li>Excellent written communication skills with the ability to produce high quality documentation</li> <li>Ability to prioritise workload and at times work under pressure</li> <li>Ability to follow direction and refer decision to others when appropriate</li> <li>A good sense of humour</li> <li>Excellent level of interpersonal skills to enable liaison with staff and external organisations</li> <li>Excellent organisational skills, able to work to strict and often conflicting deadlines</li> <li>An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships</li> <li>A flexible attitude towards duties and working patterns to fulfil the requirements of the role</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 consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. 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 always be adhered to.



to. The Trust's schools operate under the Data Protection Act 2018 and implement policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by any of the schools or disclose such data to a third person.

### [Special Working Conditions](#)

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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 AAR can expect to be involved in activities which may require physical exertion, as and when required, always observing health and safety regulations and practices.

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, generous fee remission for eligible children, a contributory pension scheme and complimentary gym membership.