



Prior Park
Gibraltar

School Administrator & Marketing Coordinator **(Temporary Maternity Cover)**

We are a family of independent day and boarding schools comprising Prior Park College, Bath, The Paragon Junior School (Bath) and Prior Park School Gibraltar. Each School provides a high achieving, Christian education. Our encouraging ethos nurtures pupils to become confident, capable, compassionate and independent young people.

We have an opportunity for an enthusiastic and conscientious person to join the Support Team on a full time, temporary basis for approx. 11 months.

This is a multifaceted role, covering School Administrator duties, including some reception cover and assistance with finance. This involves working closely with the rest of the team, to ensure the smooth running of the Support Function.

The role also acts as the Marketing Coordinator for PPSG. The successful candidate will lead on managing, organising and delivering all the School's marketing, activities and events which includes Social Media and the School's website. Facilitating internal and external communications, including preparation of press releases and responses to the media in liaison with the Headmaster.

The role also manages the admissions process from beginning to end, acting as the School Registrar and will be actively involved in student recruitment.

Closing date for applications is Wednesday 10 March 2021.

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 further details and to download an application form, please visit our website or contact our HR department. **Please note CV's will not be accepted in lieu of application forms.**

For more information or handing in/ mailing of applications please contact Bianca Navarro at Prior Park School, Sacred Heart Terrace, Arengo's Palace, Old Town, Gibraltar.

Telephone: +350 2006 2006

E-mail: recruitment@priorparkschools.com

Website: www.priorparkschools.com

Prior Park Schools 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.

We are 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.