



Prior Park College

ADMINISTRATION ASSISTANT, RECEPTION

Prior Park Educational Trust comprises three thriving and prestigious schools: Prior Park College and The Paragon School both located in Bath and Prior Park School, Gibraltar. The heart of Prior Park Schools is the encouraging Catholic Christian ethos which nurtures over 1,000 pupils aged between 3 and 18 years to become confident, capable, compassionate, and independent minded young people.

We are seeking to recruit an exceptional Administration Assistant whose primary purpose will be to fulfil our crucial Receptionist services. The Receptionist 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. It is a vital role to the smooth running of the College. The post holder will also undertake general administration duties to support delivery of our first-class education and co-curricular programme.

The position is a job share role and flexibility is essential as the post holder will be expected to work a combination of morning shifts (8.00am – 1.00pm) and afternoon shifts (1.00pm – 6.00pm). Alternate Saturday mornings are also a requirement (9.00am – 12.00pm). The post is required for 40 weeks of the year, 35 weeks during term time plus a further 5 weeks, predominantly over the summer holidays.

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 27 June 2022

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.