



Prior Park College

SIXTH FORM ADMINISTRATOR

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. 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.

We are seeking to recruit a dynamic and proactive Administrator whose primary purpose will be to assist our Head of Sixth Form with administration duties to support delivery of our first- class education and co-curricular programme for our senior students. In this highly rewarding role, you will also be helping them through the University application process.

The post is required for 25 hours per week, 36 weeks of the year, working term time plus a further 5 days, 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.