

Post: Senior Administrator & Head's PA

The Paragon School, Bath

Reporting to: Marketing & Admissions Manager, The Paragon School

Prior Park Schools

Prior Park Schools are 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.

The Paragon School

The Paragon is a co-educational Christian day school based in a beautiful Georgian house a mile from the centre of Bath. The school enjoys 8 acres of gardens and woodland and shares in the superb science, sport, drama, dance and other facilities of Prior Park College, half a mile away. With a full range of indoor and outdoor teaching facilities, The Paragon cultivates a love of learning and encourages independent and creative thinking. Catering for some 260 children from 3-11, the school offers a broad curriculum taught in small classes by teachers with a real passion for their subject. The majority of pupils progress to the College.

The Role

The main purpose of the Senior Administrator & Head's PA (SAHPA) role is to play an integral role in being a key ambassador for the school, displaying warmth, friendliness and

professionalism and ensuring the delivery of excellent customer service both externally and internally.

The SAHPA reports to is line managed by the Paragon School Marketing and Admissions Manager (MAM) and will provide effective and timely administrative support to the Head, acting with the highest levels of professionalism and confidentiality in all matters.

The SAHPA acts as 'gatekeeper' to the Head, managing their time and commitments effectively so that they can carry out her responsibilities.

The SAHPA will have oversight of the day-to-day administration of the school, ensuring effective and timely support of various systems and processes.

Under the oversight of the MAM, the SAHPA will assist with all aspects of administration relating to pupils' admission to The Paragon, their transition to senior school and to provide assistance should a pupil leave the school at any intervening point. This is a key post in the successful recruitment of new pupils to the school, with a high level of contact with prospective parents.

The SAHPA will be expected to develop strong, positive relationships with PPS colleagues, contribute to collaborative work across PPS schools and support other staff in participating in PPS work, in order to develop and share best practice.

The role is based predominantly at The Paragon School but travel to other locations may be required as part of wider PPS work. As part of this role, the post holder may be required to carry out various PPS tasks, as they arise from time to time.

An empathy for and understanding of the life of The Paragon, its Christian ethos and values, its staff and its students is essential as is the ability to work collaboratively.

The post holder will possess exemplary communications skills and a positive and diplomatic manner.

Main Duties

Senior Administrator:

- Oversee the school's interaction with ISAMS and work closely with various department and section heads to ensure efficient use of ISAMS
- Manage the staff portal and ensure the content is relevant and up to date
- Produce & save monthly Admissions Registration Reports and when required, leavers' /admissions registers which should be shared with the Designated Safeguarding Lead (is this the administrator or the MAM?)
- Manage and work to improve the information held on ISAMS
- Work with the school nurse & direct the Receptionists to maintain the medical information held on ISAMS and update the asthma, dietary and medical conditions list
- Compile statistical information and information as required by the Head, the Paragon Advisory Committee (PAC) or the Leadership Team (LT)
- Provide effective support to the MAM in the admissions process which will include timely and effective communications include arranging school visits, assessment days and buddy families
- Assist with co-ordination of prospective family visits to the school and ensure productive exposure to key personnel e.g., the Head, Heads of Dept, class teachers etc.
- Support events such as Open Days and induction events, both in person and virtually, in close consultation with the Head and the Marketing and Admissions Manager.
- Maintain ISAMS with prospective and current pupils
- Work with the MAM on maintaining the school annual calendar of events

- Liaising with the PPS Head of Compliance, complete annual school censuses
- Attend weekly Heads of Support meetings at PPC under the direction of the DOF

Head's Administrator:

- Provide effective and timely administrative support to the Head
- Manage the Head's diary
- Under the direction of the DOF, assist with clerking requirements to the PAC, preparing papers and taking minutes at meetings, working closely with the PA to the DOF
- To undertake any other tasks and responsibilities reasonably requested by the Head

Professional Development:

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development
- Attend relevant INSET courses and events held at The Paragon and Prior Park College

Line Management

The Senior Administrator and Head's PA has no direct line management responsibilities.

The tasks listed above are not exhaustive. The post holder may be required to carry out other duties reasonably requested including those, which may arise in relation to Prior Park Schools and any of its constituent schools.

JD Revised September 2023

Professional Specification and Personal Attributes

The post holder must have good interpersonal and communication skills and be able to liaise with visitors and staff at all levels in a friendly and professional manner. He or she 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"> • Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent 	
Experience	<ul style="list-style-type: none"> • An ability to be a confident IT user with experience of Microsoft Word, Outlook, and Excel to increase efficiency of admin functions. 	<ul style="list-style-type: none"> • Previous experience of working in a school or other educational establishment
Knowledge	<ul style="list-style-type: none"> • Sound working knowledge of admin and office systems • Knowledge and awareness of the importance of confidentiality and data protection 	

<p>Skills and competences</p>	<ul style="list-style-type: none"> • Excellent written communication skills with the ability to produce high quality documentation • Ability to prioritise workload and at times work under pressure • Ability to follow direction and refer decision to others when appropriate • A good sense of humour • Excellent level of interpersonal skills to enable liaison with staff and external organisations • Excellent organisational skills, able to work to strict and often conflicting deadlines • An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships • A flexible attitude towards duties and working patterns to fulfil the requirements of the role 	
	<ul style="list-style-type: none"> • A commitment to the school's ethos, aims and its whole community, and a willingness to uphold the Catholic Christian values of the school 	

Child Protection

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.

Data Protection

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, 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 adhered to at all times. 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 MAM 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.