

## Post: Administration Assistant

### Reporting to:

1. HR Advisor

### Prior Park Schools

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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) which comprises 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

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The Administration Assistant (AAs) plays a crucial role in delivering a high-quality, accurate, and responsive HR and Recruitment administration service. This role primarily focuses on actively supporting the recruitment and onboarding processes in strict adherence to prescribed guidelines, as well as managing the administration requirements linked to members of existing staff and other departments across the Trust, if required.

## Contacts

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

## The HR and Recruitment Department

HR is a central function providing HR and Recruitment services to some 300 staff across PPS. The department is responsible for a wide array of disciplines including employee relations, policy formulation, HR legal compliance, advice and guidance, recruitment and retention and Safer Recruitment compliance.

The team consists of the Head of HR (HoHR), HR Advisor (HRA), Recruitment Coordinator (RC) and Administration Assistant (AAs). The HR function operates all year round.

## The Role

The AAs reports directly to and is line-managed by the HRA. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of high standards.

The post holder anticipates the needs of the department at an operational level, preparing materials in advance and streamlining administration processes to enhance efficiency. By adapting to the requirements of the department and taking ownership for administrative tasks, the AAs releases the HR and Recruitment professionals to offer better support to current employees and recruitment campaigns, enabling them to focus on other operational and strategic initiatives.

The AAs is responsible for assisting in the recruitment and onboarding processes, maintaining employee records and providing general administrative support to the department. The role involves using our Human Resources Management (HRM) system.

Compliance with relevant legislation and internal policies is an integral part of this role. This includes Safer Recruitment, Safeguarding, employment law and data protection.

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 main areas of responsibility are:

- Assisting the RC with drafting and publishing recruitment materials, managing the candidate database, liaising with applicants, arranging interviews, preparing interview packs and hosting/coordinating interview days.
- Assisting with aspects of the employee onboarding process, as directed.
- Timely and accurate processing of all vetting checks in line with Safer Recruitment protocols, including obtaining references, right to work checks and DBS clearances.
- Managing all administrative aspects of the entire employment lifecycle.
- Assisting other members of the department in administrative duties related to offers of employment, contract changes, and other HR related processes.
- Covering Reception during school holidays by arrangement
- Provide administration assistance to other departments across the Trust, as required
- Providing timely and accurate guidance on Safer Recruitment protocols to recruiting managers and candidates.
- Generating reports as and when required.

- Timely and accurate input of data into the HRM system including absence records.
- Timely and accurate maintenance of the School's Single Central Registers.
- Ensuring all HR forms are regularly reviewed and updated.
- Maintaining an exemplary filing and archiving system in accordance with employment law, Safer Recruitment, and GDPR.
- Handling incoming calls and emails, responding to and triaging messages.
- Directing staff to policies and appropriate systems such as the Employee Self Service.
- Building and maintaining excellent relationships with recruiting managers and candidates, ensuring timely follow-ups.
- Assisting with ad hoc HR projects and other tasks.
- Promoting the School as the employer of choice through excellent verbal, written communication and interpersonal skills.
- Providing a positive candidate experience.
- Providing additional administrative help to other departments, as necessary, including covering Reception duties.
- Having due regard to the School's policies and procedures, particularly regarding Safeguarding.

## Line Management

The AAs has no direct line management responsibilities.

*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.*

*JD reviewed June 2024*

## Professional Specification and Personal Attributes

The AAs is a proactive and detail-oriented individual with a strong administrative background. The post holder possesses excellent organisational and communication skills, as well as the ability to handle sensitive information with confidentiality and discretion.

The post holder is an adaptable, proactive and skilled professional with excellent work ethic and customer service flair. The ability to ensure clear communication between HR/Recruitment, candidates, and other departments is essential, as is the organisational skills in managing multiple tasks and changing priorities.

In addition to their administrative duties, AAs embodies a service-oriented approach, recognising the importance of fostering positive experiences for both internal and external stakeholders. By combining administrative proficiency with exemplary customer service skills, the AAs plays a vital role in supporting the HR and recruitment functions of the school, contributing to its overall success and reputation. This includes promptly responding to inquiries, maintaining a helpful and approachable demeanour, and striving to exceed expectations wherever possible.

A post holder in this role is expected to exhibit a customer-focused professional attitude, demonstrating attentiveness, patience, and a proactive approach to addressing customer needs. They should possess strong communication skills, ensuring clear and effective interactions, and a friendly, approachable demeanour. The AAs is adept at problem-solving, often going above and beyond while fostering positive relationships.

	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>Educated to A level or equivalent</li> <li>Business Administration qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Previous office/department administration experience</li> <li>Experience of working with databases</li> <li>Experience of working in a fast-paced environment</li> <li>Customer Service experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with HRM systems</li> <li>Experience of supporting teams/departments by providing administration services</li> <li>Previous experience of working in a school or other educational establishment</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Sound working knowledge of administration and office systems</li> <li>Knowledge and awareness of the importance of 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>Excellent level of interpersonal skills to enable liaison with staff and external organisations</li> <li>Ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships</li> <li>Excellent organisational skills, able to work to strict and often conflicting deadlines</li> <li>An ability to multi-task and prioritise own workload</li> <li>A proactive and flexible attitude towards duties to fulfil the requirements of the role</li> <li>Confident IT user with experience of working with Microsoft 365 or other systems to increase efficiency of admin functions</li> <li>A good sense of humour</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.



# Prior Park Schools

## Data Protection

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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. 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 the school 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 AAs 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.