

Vacancy

Administration Assistant



**Prior Park
Schools**



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Message from the Director of Operations and Finance

Thank you for taking an interest in the role of Administration Assistant. We are excited to see how the successful applicant for this role will bring forward their ideas and energy to support our HR Department.

We hope that you find this brochure helpful and informative, but, should you require any further guidance, please do contact our HR team who will be happy to assist further.

We look forward to receiving your application.

Emma Sandberg, *Director of Operations and Finance, Prior Park Schools*

Mission Statement:

To steward a thriving family of communities with love for the young people they serve at their heart: communities which cultivate creativity, foster integrity, and transform lives.

Our Values:

Curiosity • Generosity • Courage



Prior Park Schools

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.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school, The Director of Operations & Finance, the Director of Development, and the Head of Compliance. 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.

More information about our schools can be found at www.priorparkschools.com



The Role

The Administration Assistant 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.



The Benefits - Why Prior Park Schools?

There is an extensive induction programme for all new colleagues and we encourage ongoing professional development through generous CPD provision at a school, department and individual level. Individual support and coaching for career progression, internally and externally, is provided by members of the Senior Management Team. Apart from working in an inspiring environment and making an important contribution to our School community, we also offer a range of personal benefits, these include:



The Process

To apply for this role, please complete our application form which can be downloaded from the school website <https://www.priorparkcollege.com/pps-vacancies>

Applications should be emailed to the HR Department: recruitment@priorparkschools.com

Closing date for applications is - TBC

Interviews to be held on - TBC

References of those invited to interview will be taken up.

For an informal chat or to answer any questions relating to this position, please contact:

recruitment@priorparkschools.com

Child Protection

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.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Data Protection

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.





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