



The Paragon School

Post: Receptionist, The Paragon School (part time-job share)

Reporting to:

1. Head of Admissions and Marketing

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 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

The school Receptionists play an important role in the life of the Paragon School, acting as the first point of contact for parents and other visitors, and as such must



The Paragon School

provide an exceptionally professional and friendly service over the telephone, on email and in direct contact.

Contacts

The post holder will have a wide range of contact with stakeholders both within and beyond the organisation. Contact with prospective and current parents is of particular importance.

The Role

The Receptionist will report directly to and be line-managed by the Head of Admissions and Marketing. In their work the post holder will have day to day responsibility for shared work priorities and maintenance of high standards. The pattern of working will be for 5 hours per day from either 8:00am - 1:00pm or 12:30pm - 5.30pm, in a job-share capacity.

The role is based entirely at The Paragon School.

The main areas of responsibility are:

- Acting as the first point of contact for all visitors to the school, fulfilling the relevant safeguarding requirements and ensuring all visitors are processed in line with our safeguarding procedures
- Triaging telephone calls, passing on messages, providing information or transferring to relevant extension
- To support the above, having an excellent working knowledge of the day-to-day operation of the school
- Accepting incoming mail and deliveries and forwarding to relevant parties.
- Maintain a clean and orderly reception area to promote a good first impression to our school visitors
- Interacting with pupils, parents and staff regarding daily events
- Monitoring the completion of class registers each morning, contacting parents when reason for absence not known for recording reasons for absence in line with safeguarding policies and procedures
- Organising annual school photography session
- Preparation of weekly bulletin for parents
- Ordering stationery supplies for staff
- Assisting with preparations for major school events to include the end of year prize

· Under the instruction of the Marketing and Admissions Manager, to perform agreed administrative tasks in relation to the marketing and admissions workflow

Please note that this list is not exhaustive and other additional, reasonable tasks falling within capabilities of the post holder may be required, depending on the needs of the School.

Line Management

The Receptionist 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 November 2024

Professional Specification and Personal Attributes

The post holder will be a friendly, amenable person with good organisational skills and an ability to multitask. Willingness to work as part of a team and with an excellent record of attendance and punctuality are essential. This role is advertised on a job-share basis.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent • First Aid (or willingness to gain) 	<ul style="list-style-type: none"> • Educated to A level 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. • Proven supervisory skills • Proven experience of the development, management, and operation of administrative systems 	<ul style="list-style-type: none"> • Previous experience of working in a school or other educational establishment • Experience of ISAMS or equivalent school database
Knowledge	<ul style="list-style-type: none"> • Sound working knowledge of administrative and office systems • Knowledge and awareness of the importance of confidentiality and data protection 	
Skills and competences	<ul style="list-style-type: none"> • Excellent written communication skills with the ability to produce high quality documentation • A good sense of humour • Excellent level of interpersonal skills to enable liaison with staff and external organisations 	



The Paragon School

	<ul style="list-style-type: none">• 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	
--	--	--

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.

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 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.