

Vacancy

Receptionist
(Part time job share)



The Paragon
School



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“ Curiosity is at the heart of learning and achievement. ”



Message from the Director of Operations and Finance

Thank you for taking an interest in the role of Receptionist (part time job share) at The Paragon School. We are excited to see how the successful applicant for this role will bring forward their ideas and energy to support our Reception and Admissions 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



The School

The Paragon School, led by Mrs Rosie Allen, is a co-educational Christian day school based in a beautiful Georgian house within easy reach of the centre of Bath. Catering for up to 300 children from 3-11, the School offers a broad curriculum taught in small classes by teachers with a real passion for their subject. We have eight acres of our own gardens and woodland and, at our senior school Prior Park College, access to superb science, sporting, creative and academic facilities. With a full range of indoor and outdoor teaching facilities, The Paragon cultivates a love of learning and encourages independent and creative thinking.

The school comprises Squirrels Pre-School, our Pre-Prep and Prep School.

“ A journey of limitless discovery. ”

“ We encourage children to explore challenges and find creative answers. ”



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 Paragon Journey

Squirrels

"A safe, happy and creative environment where curiosity is nurtured and a love of learning fostered."

Squirrels Pre-School offers a very special start to your child's education. Nestled in the magical grounds of The Paragon School, we cater for three and four-year-olds, making learning an adventure by using our wonderful facilities to encourage the children's curiosity and creativity. A spacious classroom, walled play garden and beautiful grounds make for the perfect learning environment to stimulate young minds.

Pre-Prep

"Pupils of all ages benefit from an imaginative curriculum that includes a wide range of opportunities including sport, music, art and outdoor learning, fully meeting the school's aims."

Our Pre-Prep offers an exceptional setting for your child's first steps towards lifelong learning. Surrounded by beautiful woodland grounds, our dedicated and highly skilled team create a caring and nurturing environment where your child can grow in confidence as they start that all-important learning journey. In a school environment that values childhood, happiness and a joy of learning, we aim to prepare our children for a world that requires confidence, resilience and flexibility.

Prep

"Pupils make excellent progress and are highly successful in their entry to their chosen senior schools, with many winning academic and other scholarships and awards."

We see our job as preparing children for life with all its opportunities and challenges - building the high self-esteem, strong moral values and sense of social responsibility that will help them grow into adults that succeed in the widest possible sense. All pupils continue to receive specialist teaching for Art, Music, ICT, and French as well as PE and Games lessons, many of which are held at our secondary school, Prior Park College. Outdoor learning sessions continue, both with class teachers as well as local outdoor play pioneers Swainswick Explorers.



The Person

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.

Qualifications

Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent

Experience

- 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

Knowledge

- Sound working knowledge of administrative and office systems
- Knowledge and awareness of the importance of confidentiality and data protection

Skills

- 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 Position

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

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

- 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



The Benefits - Why The Paragon?

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 Benefits - Why Bath?

Reasons why it's great to live and work in Bath

Local Economy

Bath has many strengths to support economic growth; an enviable quality of life; a World Heritage city; two high quality Universities; a strong Further Education sector and a well-qualified workforce. Forecasts suggest continued confidence in the area with ongoing growth and investments for the next few years.

Culture

For its size, Bath is a vibrant and cosmopolitan city with plenty of independent shops, restaurants and cultural attractions. Start your day with brunch in an artisan bakery, take a dip in Bath's natural thermal waters at the Spa and finish with a show at the Theatre Royal. It is also the only UK city to be designated a UNESCO World Heritage Site.

Quality of life

Bath has been voted the UK's most family friendly City in which to live (moneysupermarket) and offers a lifestyle to rival any of the UK's big cities. It has an incredible range of leisure and cultural activities. Employment rates are above average and public services and transport links are excellent. Surrounded by beautiful Georgian architecture and stunning countryside, it has something for everyone, making Bath one of the most desirable places to live and work.



Transport

With Bath city centre being fairly compact and largely pedestrianised, it's easy to walk around the city to visit its most popular attractions. However, it is also fully equipped with a series of bus services available along with the Bath Spa railway station located in the city centre, with plenty of trains that connect the city to the rest of the district and beyond. You can be in London in an hour and a half and Bristol in 15 minutes. But it is the little villages and towns surrounding Bath that make great day trips.

Surrounded by nature

With an array of parks, Notably Victoria Park, Henrietta Park and Alexandra Park – the latter with its magnificent panoramic views of the city, and hills accompanying the famous Georgian landscape, Bath makes for a very attractive, green city.

Sustainability

Bath practises and promote sustainable management, understanding the World Heritage Site's unique qualities and its world-wide significance.

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 midday on 3 December 2024

Interviews to be held on 9 December 2024

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.





The Paragon School



Lyncombe House, Lyncombe Vale, Bath BA2 4LT

Tel: +44 (0)1225 310 837

Email: office.tps@priorparkschools.com

paragonschool.co.uk