



Post: Receptionist

Reporting to: Head of
Support Services

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.



Prior Park Gibraltar

The Post

The purpose of this role is to run the busy reception area of the school, providing 'first point of contact' support to visitors, staff and pupils. It is expected that Receptionist will work closely with other Support team members, The Marketing/Communications Manager and Facilities/Resources Manager and the Headmaster to develop the role to reflect the needs and demands of the post.

Responsibilities

1. To act as first point of contact for all enquiries, welcoming parents, pupils and other visitors to the school providing them with clear information as appropriate. To maintain a welcoming, friendly and professional environment.
2. To ensure all visitors to the school are signed in, briefed and accompanied to their destination, in line with the schools safe guarding requirements.
3. To answer the telephone in line with school expectation, transfer calls, pass on messages quickly and effectively and deal with day-to-day routine enquiries in the office.
4. To open, sort and redistribute mail, including the unpacking, checking and distributing any deliveries to the school.
5. Stock take of stationery, catering and kitchen supplies and liaising with relevant team members regarding finance
6. To effectively liaise with staff within and outside the school on pupil attendance, punctuality and related matters as required, each morning. To ensure the schools online registers are completed and accurate.
7. To provide routine information to students regarding the school day/school events. To refer non-routine enquiries to the relevant member of staff.
8. To support the team with the administration of school phones, mobile devices, lockers etc...
9. To support the academic team in the ordering, distribution of academic resources.
10. To support the Academic Department in school trip and event administration such as collating information, payments and supporting communicating with parents.
11. To maintain total confidentiality in all matters relating to the school.
12. To make appointments and plan the Headmaster's diary when necessary.

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.



Prior Park Gibraltar

JD Reviewed March 2025

Person Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none">• Minimum of 5 GCSEs including English and Maths at Grade C or above or their equivalent	<ul style="list-style-type: none">• Educated to A level or equivalent
Experience	<ul style="list-style-type: none">• Demonstrate an ability to be a confident IT user with experience of Microsoft Word, Outlook and Excel to increase efficiency of admin functions.• Demonstrate proven experience of the development, management and operation of administrative systems• Demonstrate proven experience of dealing with confidential and sensitive information relating to staff, parents or pupils	<ul style="list-style-type: none">• Demonstrate experience of working in a school



Prior Park Gibraltar

Knowledge	<ul style="list-style-type: none">• Demonstrate knowledge of the statutory requirements of legislation concerning, Child Protection and Keeping Children Safe in Education• Demonstrate sound working knowledge of admin and office systems• Demonstrate knowledge and awareness of the importance of confidentiality and data protection	
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<p>Skills and competences</p>	<ul style="list-style-type: none">• Be fluent in both English and Spanish• Demonstrate excellent written communication skills with the ability to produce high quality documentation, such as minutes of meetings• Demonstrate an excellent level of interpersonal skills to enable liaison with staff and external organisations• Demonstrate excellent organisational skills, able to work to strict and often conflicting deadlines• Demonstrate an ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships• Demonstrate a flexible attitude towards duties and working patterns in order to fulfil the requirements of the role	
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Prior Park Gibraltar

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 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 Receptionist 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.