Post: Part Time Admissions Assistant (Bath Schools)

Reporting to:

1. Head of Admissions, Bath

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 Prior Park Paragon joining in 2006, and Prior Park 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 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 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 full governance and safeguarding oversight as well as comprehensive support and challenge for the Heads and their schools.

The Executive management of the schools is devolved to the Prior Executive Board, the standing members of which are the Heads of each constituent school and PPS Chief Operating Officer. The Prior Executive Board drives the strategic development of Prior Park Schools, ensuring that it is on track to deliver its vision and thereby remains a market leader in independent education.

Purpose of the Role

The Admissions Assistant (AA) will support the smooth and effective delivery of the admissions process for Prior Park College and Prior Park Paragon, providing comprehensive administrative support to the Admissions Department, helping to ensure an exemplary experience for prospective families, educational agents, and students from initial enquiry through to enrolment. As a key member of the Admissions team, the postholder will be highly organised, detail-oriented and personable, combining strong administrative skills with the confidence to meet families, represent the Schools at events and contribute positively to the wider Trust community.

Contacts

The AA can expect to have an extensive range of contacts with stakeholders within and beyond the organisation.

The Role

Reporting directly to the Head of Admissions (HOA), the Admissions Assistant will be part of a strong and supportive Admissions and Marketing Department dedicated to achieving and sustaining the Trust's desired capacity. The focus of the AA will be predominantly on supporting the HOA with administrative tasks.

The AA will work closely with the Admissions Officer (AO) and the Marketing & Communications Assistant (AMCA) to support the Admissions functions across the College and the Paragon. The position requires meticulous data accuracy, as well as a high level of customer service skills.

The role is based predominantly at Prior Park College with the expectation of travel to other locations including Prior Park Paragon and on occasion overseas and as may be required as part of wider Prior Park Schools work. Occasional weekend and evening work will be required for which time off in lieu will be provided.

Key Responsibilities:

Admissions Administration

- Manage enquiries for both PPC and PPP from prospective families and educational agents in a professional and timely manner.
- Coordinate the admissions process from enquiry through to acceptance and enrolment.
- Process applications and maintain accurate applicant records using the PPS admissions database.
- Liaise with academic departments, boarding staff, and EAL staff regarding applicant suitability and onboarding.
- Support the administration of admissions processes, including registrations, entrance assessments, interviews, Scholarship assessments, reference requests, taster days, English language evaluations and offer procedures.
- Prepare admissions paperwork, correspondence and documentation.
- Monitor admissions inboxes and respond to routine enquiries in a timely and professional manner.
- Track applications and ensure all required documentation is received and recorded.
- Process registrations and support the administration of admissions fees and deposits.
- Ensure admissions records are maintained in accordance with data protection requirements.

Events & Marketing Support

- Support recruitment activities, including open events, taster days and information events.
- Assist with preparing admissions and promotional materials, visitor information and follow-up communications.
- Represent the College and the Paragon professionally at events where required.
- Work closely with colleagues in Marketing and across the wider schools to ensure successful event delivery.
- Filing of marketing photographs.

Family Engagement and Customer Service

- Provide a welcoming and professional experience for visiting prospective families
- Assist in hosting visitors for meetings, tours, interviews, assessments and open events.
- Build positive relationships with prospective parents, pupils, agents and feeder schools.
- Support families throughout the admissions process, ensuring clear communication and excellent service.
- Represent the values and ethos of Prior Park Schools in all interactions.

Team Contribution

- Work collaboratively with colleagues across all Prior Park Schools.
- Support the Head of Admissions and wider Admissions Team with administrative and operational tasks as required.
- Contribute ideas to improve admissions processes and the customer experience.
- Demonstrate flexibility and willingness to assist during busy admissions periods.
- Undertake any other duties reasonably required by the Head of Admissions.

Line Management

The AA 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 September 2026

Professional Specification and Personal Attributes

The post holder will have experience within a busy and high level administrative function, demonstrating an ability and willingness to meet and challenge existing targets, aligned with a keen interest and understanding of the education of young people.

	Essential	**Desirable**
Qualification	• Educated to at least A level or equivalent	• Degree-level qualification or equivalent professional experience. • Qualification in Business Administration, Customer Service, Marketing, Education Administration, or a related field.
Experience	• Previous experience in an administrative, admissions, customer service, or education-based role. • Experience managing enquiries and communicating professionally with stakeholders. • Experience handling sensitive or confidential information. • Experience using databases, CRM systems, and Microsoft Office applications, including Outlook, Word, Excel, and Teams.	• Previous experience of working in a school or other educational establishment • Understanding of UK independent school admission procedures
Knowledge	• Understanding of effective administrative and admissions processes.	• Additional language skills

	• Knowledge of excellent customer service and professional standards. • Understanding of the importance of safeguarding, confidentiality, and GDPR compliance when working with young people and families.	• Awareness of cultural sensitivity and the needs of international students and families.
Skills and competences	• Excellent written communication skills with the ability to produce high quality output • Excellent level of interpersonal skills • Excellent organisational skills, able to work to strict and often conflicting deadlines • An ability to work collaboratively across many departments, develop and maintain positive and supportive working relationships • A flexible attitude towards duties and working patterns to fulfil the requirements of the role	• Strong people skills • Proactive communicator • Creative problem solver • Well organised and able to efficiently multitask • Committed to safeguarding • A good sense of humour

Child Protection

All staff employed by Prior Park Educational Trust must 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 implements 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 AA can expect to be involved in activities which may require physical exertion, e.g., event and meeting set ups, as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, and a competitive salary, as well as free lunch, each day the school kitchen is operational.

We also offer access to other benefits including free parking onsite, generous fee remission for eligible children, a contributory pension scheme and complimentary use of gym and swim facilities (timetabled availability).