



Penryn
College

"Achieving through Challenge"

Dear Applicant

Thank you for considering the position of part-time Receptionist at Penryn College. We are looking to appoint a friendly, enthusiastic and outgoing receptionist who will enjoy working in a school environment. You will need excellent communication skills, have a flexible approach to work, good admin skills and enjoy working with young people.

The role is temporary, to start as soon as possible and initially until the end of March, but this could be extended. Working 2 days a week (ideally Wednesday and Thursday, but can be negotiated for the right candidate) working 8.00am – 4.30pm each day. This is a term-time only, plus inset days contract.

The school offers 23 days holiday (plus bank holidays), rising by one day a year up to a maximum of 28 days holiday after five years, a Local Government Pension Scheme and access to the on-site gym and sports facilities outside of school times.

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicants will be subject to an enhanced DBS check. In accordance with our policies we are unable to accept applications through CV, only applications made on a fully completed Penryn College application form will be considered.

Closing date: Monday 13th January at 9am.

Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to: HR Office, Penryn College, Kernick Road, Penryn, TR10 8PZ.

Yours faithfully

G Ohly

Gemma Ohly
HR Officer



Head Teacher: Paul Walker

Penryn College, Kernick Road, Penryn, Cornwall TR10 8PZ

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