



Penryn
College

"Achieving through Challenge"

July 2020

Dear Applicant

Thank you for applying for the position of Human Resources Administration Assistant at Penryn College. We are looking for an enthusiastic person to assist in HR Office. You must have excellent administration and communication skills, a flexible approach to work and be able to maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff and other information of a sensitive or confidential nature.

This is a permanent position, working 8.00am – 4.00pm Monday to Thursday and 8.00 – 3.30pm on Fridays. The hours are 37 hours per week, term time only plus an additional 12 days to be worked during the school holidays on days and times agreed with your line manager. Applications will also be considered for 30 hours per week or job share. Please indicate on the application form what hours you would prefer.

As this is a term time only position you are not entitled to take leave during school term. School holidays are classed as your leave and payment for leave has been included in the calculation of your salary. The salary is proportionately reduced and paid for 46.987 weeks per year. The starting salary will be £15,250 per annum.

The appointment is due to start 3rd September 2020.

The closing date for application forms is Thursday 13th August at 9am. Interviews will take place during week commencing 17th August.

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, Cornwall, TR10 8PZ.

Yours faithfully

Gemma Ohly
HR Officer

Enc



Headteacher: Paul Walker

Penryn College, Kernick, Penryn, Cornwall TR10 8PZ

T: 01326 372379 F:01326 373194 e:secretary@penryn-college.cornwall.sch.uk www.penryn-college.cornwall.sch.uk

A company limited by guarantee, registered in England and Wales, number 7654298. An exempt charity

