



Penryn
College

"Achieving through Challenge"

July 2020

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 administration skills and enjoy working with young people.

This is a permanent role to start in September. Working 2 days a week (ideally Thursday and Friday, but can be negotiated for the right candidate) working 7.45am – 4.30pm each day and Saturday mornings from 8am – noon, on a rota basis. This is a term-time only, plus inset days' contract.

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 £6,800 per annum.

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: Thursday 13th August at 9am. Interviews will be held w/c 17th August 2020.

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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