



Penryn  
College

"Achieving through Challenge"

December 2020

Dear Applicant

Thank you for applying for the position of Office Team Leader at Penryn College.

We are seeking to appoint a highly professional, conscientious and organised Front Office Team Leader with excellent communication skills to join our hardworking and committed team.

The role will involve managing the office administrative team on a day to day basis, leading on support services for whole school administration and maintaining the school's record and information systems.

The successful candidate will have excellent administration, IT and interpersonal skills, be able to work well under pressure and prioritise effectively. Applicants must have a clear understanding of the need for confidentiality and be able to carry out tasks independently with accuracy and diligence.

Previous experience of administration work in a school, along with school practices and a working knowledge of SIMS would be an advantage.

This is a permanent position, working 8.00am – 4.30pm Monday to Thursday and 8.00 – 4.00pm on Fridays. The hours are 39.5 hours per week, term time only plus an additional 20 days to be worked during the school holidays on days and times agreed with your line manager. This position will start as soon as possible.

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 £17,632 per annum.

The closing date for application forms is Friday 8<sup>th</sup> January 2021 at 9am. Interviews will take place during week commencing 18<sup>th</sup> January 2021.

Please return completed application forms along with your covering letter to: [vacancies@penryn-college.cornwall.sch.uk](mailto: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

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