



Penryn
College

"Achieving through Challenge"

December 2020

Dear Applicant

Thank you for considering the position of part-time Receptionist and Office Administrator at Penryn College. We are looking to appoint a friendly, enthusiastic and outgoing office administrator and 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.

The role also includes supporting the office team with general administration duties and providing practical support such as showing people rooms, access to equipment and addressing facilities issues that arise and helping to maintain security.

The successful applicant will be a lone worker on Saturday's with on call assistance so must be confident working alone, you will also need a flexible approach to working hours as there will be times when additional hours are needed to cover longer lettings on the Saturday and to occasionally cover the reception during the evening in term-time and the school holidays. The successful candidate will also be required to undertake a first aid qualification.

This is a permanent role to start as soon as possible. The hours for this role are Monday and Tuesday working 7.45am – 4.30pm each day, Friday 7.45am – 4pm and Saturday mornings from 8am – noon, on a rota basis. This is a term-time only, plus 12 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 £10,266 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: Friday 29th January at 9am. Interviews will be held in February. In this current climate we may need to be flexible and will update shortlisted candidates nearer the time about how and where the interviews will take place.

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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