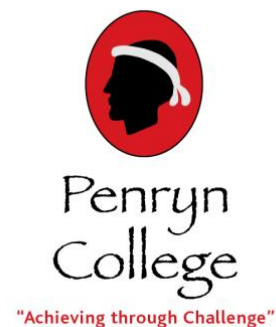


July 2021

Dear Applicant

Thank you for considering the position of Exams Admin Assistant at Penryn College. We are looking to appoint a full-time, highly motivated professional who will enjoy working in a school environment to help students get the most from their time at school and to prepare them for what lies ahead.



The role includes; supporting with all aspects of external and internal examinations in accordance with the regulations laid down by the awarding bodies and Joint Council for Qualifications (JCQ), supporting with the administration of exam data/entry collection and analysis and to support with the organisation of staff and invigilators during the exam seasons. The successful candidate will also be required to set up venue in preparation for exams.

The ideal candidate will have experience of working in an administrative environment using ICT databases with a good knowledge of Office programmes. You will need good communication skills as well as strong literacy and numeracy skills, be well organised and able to demonstrate an excellent attention to detail. Previous experience working in a school or education environment is desirable but not essential.

The hours are 37 hours per week, term-time only plus inset days and an additional 12 days to be worked during the year. Normal working hours being Monday to Friday 8am – 4pm with half an hour for lunch each day. There is a need to be able to work the hours flexibly to suit the needs of the school during the exam seasons and to work the day before and the day of GCSE exam results in August.

As this is a term-time only position you would not be entitled to take leave during school term. School holidays are classed as leave and payment for leave has been included in the calculation of the salary. The salary is proportionately reduced and paid for 46.987 weeks per year. The actual starting salary will be £14,760 per annum.

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, bike to work scheme, 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 CV's and will only process applications with a fully completed application form.

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, TR10 8PZ.

Yours faithfully

G Ohly

Gemma Ohly  
HR Officer



**Head Teacher:** Paul Walker

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

**T: 01326 372379** F: 01326 373194 e: [secretary@penryn-college.cornwall.sch.uk](mailto:secretary@penryn-college.cornwall.sch.uk) [www.penryn-college.cornwall.sch.uk](http://www.penryn-college.cornwall.sch.uk)

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