



Penryn  
College

"Achieving through Challenge"

December 2021

Dear Applicant

Thank you for considering the position of Front Office/Attendance Administrator and Receptionist at Penryn College. We are looking to appoint a full-time friendly, enthusiastic and outgoing administrator and receptionist who will enjoy working in a school environment. You will need excellent communication skills, have a flexible approach to work, good admin skills and enjoy working with young people. You will also provide services to students as required, including first aid and issuing of temporary student ID cards and undertake administration relating to student attendance.

The role also includes 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 also work on Saturday mornings on a rota basis. This will involve being a lone worker 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.

This is a permanent job and the hours are 37 hours per week working 8.00am – 4.00pm Monday to Thursday, Friday 8.00am – 3.30pm and from 8am to noon on Saturdays, as part of a rota during term-time.

This is a 52 week contract and is not term time only. The actual starting salary is £17,692.

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, 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 process applications without 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. The closing date for applications is Friday 7<sup>th</sup> January 2022 at 9am. Interviews will be held during week commencing 10<sup>th</sup> January.

Yours faithfully

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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: [www.penryn-college.cornwall.sch.uk](http://www.penryn-college.cornwall.sch.uk)

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