

April 2022

Dear Applicant

Thank you for considering the position of General Administrator at Penryn College. We are looking to appoint a full-time (although two part time job share roles would also be considered) friendly, enthusiastic and outgoing administrator who will enjoy working in a school environment. We would consider any applicants willing to job share and require part time hours. 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 admin services to students as required, including first aid and issuing of temporary student ID cards and undertake administration relating to student attendance. You may also be asked to assist with general administration duties in other departments such as Finance, Data and Human Resources. 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.

This is a permanent position. The hours for the full time role are 37 hours per week working 8.00am – 4.00pm Monday to Thursday and Friday 8.00am – 3.30pm We would also consider two part time roles, working three days a week each, on a job share basis. The hours could be either 8am - 4pm or 9am – 3pm each day. Both roles will occasionally need to work from 8am to noon on Saturdays, as part of a rota during term-time. If you work a Saturday morning, then you can take the hours back during the week or add them on to your annual leave allocation. 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. There is an unpaid 30 minute break each day.

Either role would be on a 52 week contract and is not term time only. The actual starting salary is £18,427 for a full time position. The three day per week role, working 9am – 3pm, has a starting salary of £8,964 per annum. Or working 8am-4pm, has a starting salary of £11,205. Please state at the top of the application form if you are applying for full or part time. If part time, please state if you would like 8am-4pm or 9am-3pm.

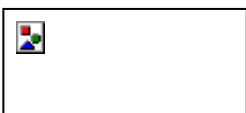
The school offers 23 days holiday (plus bank holidays), rising by one day a year up to a maximum of 28 days holiday after five years, a Local Government Pension Scheme and access to the on-site gym and sports facilities outside of school times. Holiday entitlement for part timers will be pro-rata.

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 Thursday 12<sup>th</sup> May at 9am. Interviews will be held during w/c 16<sup>th</sup> May.

Yours sincerely

*G Ohly*  
Gemma Ohly  
HR Manager



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