



Penryn
College

"Achieving through Challenge"

June 2022

Dear Applicant

Thank you for considering the position of Safeguarding Administrator at Penryn College.

We are looking to appoint a full-time friendly, enthusiastic and outgoing Safeguarding Administrator 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 predominately undertake daily duties and tasks relating to safeguarding as directed by the Deputy Headteacher and SENCo whilst also supporting the Educational Welfare Officer and Mental Health Lead with any additional duties.

This is a permanent position working 37 hours per week. The hours are 8.00am – 4.00pm Monday to Thursday and Friday 8.00am – 3.30pm with a 30 minute unpaid break each day.

This role is term time only plus 12 additional days (these days will normally be worked during the holidays or for after school meetings as directed by the line manager). The role will be on a grade F £18,627 - £22,390 (actual starting salary is £16,785) and the paid weeks are 46.987.

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 or post to: HR Office, Penryn College, Kernick Road, Penryn, TR10 8PZ. The closing date for applications is Friday 15th July at 9am. Interviews will be held on Tuesday 19th July.

Yours sincerely

G Ohly

Gemma Ohly
HR Manager



Head Teacher: Paul Walker

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

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