



Penryn
College

"Achieving through Challenge"

August 2022

Dear Applicant

Thank you for considering the position of Study Support and Lettings Administrator and Sports Coach at Penryn College. We are looking to appoint a full-time friendly, enthusiastic and outgoing Administrator and Sports Coach 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 school lettings, study support and holiday programmes whilst delivering coaching at after school clubs several times a week during the term.

This is a permanent position working 37 hours per week. The hours are 1pm – 9pm Monday to Thursday and Friday 12.30pm – 8.00pm with a 30 minute unpaid break each day. There is also the opportunity to work on Saturday mornings from 8am – midday as part of the School on Saturday programme. These hours can be paid additionally or taken back during the week. An additional bonus will be paid for the successful growth of the School on Saturday programme.

This role is for 52 weeks per year and is not term time only. This will be paid on a grade F with a starting salary of £18,627 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, 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 2nd September at 9am. Interviews will be held during w/c 5th September.

Yours sincerely

G Ohly

Gemma Ohly
HR Manager



Head Teacher: Paul Walker

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

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