



Penryn  
College

"Achieving through Challenge"

November 2022

Dear Applicant

Thank you for your interest in the position of Caretaker at Penryn College. We have a dedicated, hardworking Premises team of five who look after the building, maintenance, security and the school grounds. We are looking for a caretaker who has practical experience of building and grounds maintenance work to join the team.

The role will include being part of a rota to cover evenings and weekends as we are a busy school that is open 51 weeks per year and have a full and varied programme of lettings and community user groups.

The ideal candidate will have knowledge and experience of plumbing, general maintenance and decorating, alongside being enthusiastic, motivated and able to work well under pressure. We are looking for someone who prides themselves on a high standard of work and has the ability to prioritise their workload efficiently.

This is a full-time role working 52 weeks per year and 37 hours per week, with a starting salary of £18,502 (this is pending a pay review). We would like the successful applicant to start as soon as possible.

The building is open from 6.30am – 10pm every day as well as opening the premises for use of the sports facilities at the weekend. The premises team work variable shifts to accommodate the opening times of the building. The general hours for this role can be agreed at interview. Flexibility is essential as the hours for this role will change during school holidays and as needed to cover holidays and sickness.

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 a lively thriving Academy which caters for over 1,135 11-16 year old pupils in a modern building. We pride ourselves on offering the very best for our students so that when they leave us, they are confident and capable young people who are prepared to give something back.

This school is committed to safeguarding and promoting the welfare of children and the successful applicant 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.

The closing date for application forms is Friday 11<sup>th</sup> November at 9.00am. Interviews will take place on Monday 21<sup>st</sup> November.

Please email your completed application forms and equal opportunity 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, Cornwall, TR10 8PZ

Yours faithfully

*G Ohly*

Gemma Ohly  
HR and Events Manager



**Headteacher:** Tamsin Schouten

Penryn College, Kernick, Penryn, Cornwall TR10 8PZ

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