

November 2022

Dear Applicant

Thank you for applying for the position of Deputy HR Manager at Penryn College. Within this role you will also be responsible for all safeguarding administration as directed by the Deputy Headteacher. The successful candidate must have excellent administration and communication skills, a flexible approach to work and be able to maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff and other information of a sensitive or confidential nature.

The primary focus for this role is to support with managing staff retention and general wellbeing. Another key function will be supporting the Press and Social Media Coordinator with the production of weekly publications. The successful candidate will also support with the administration relating to the safeguarding of pupils as direction by the SENCo and Deputy Headteacher.

This is a permanent position, working 8.00am – 4.00pm Monday to Thursday and 8.00 – 3.30pm on Fridays. The hours are 37 hours per week, term time only plus an additional 12 days to be worked during the school holidays on days and times agreed with your line manager.

As this is a term time only position you are not entitled to take leave during school term. School holidays are classed as your leave and payment for leave has been included in the calculation of your salary. The salary is proportionately reduced and paid for 46.987 weeks per year. The grade for this role will be a Grade G (actual salary £19,635 - £24,426) depending on qualifications and experience.

The appointment is due to start in January 2023.

The closing date for application forms is Wednesday 7<sup>th</sup> December. Interviews will take place on Monday 12<sup>th</sup> December.

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, Cornwall, TR10 8PZ.

Yours faithfully

*G Ohly*

Gemma Ohly  
HR Officer

Enc



**Headteacher:** Tamsin Schouten  
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