



Penryn  
College

"Achieving through Challenge"

November 2022

Dear Applicant

Thank you for considering the position of Receptionist and Front Office Administrator at Penryn College. We are looking to appoint a full-time friendly, enthusiastic and outgoing administrator and receptionist 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 also provide services to students as required, including issuing of temporary student ID cards and undertake administration relating to student attendance.

The role also includes provision of practical support such as showing people rooms, facilitating access to equipment and addressing facilities issues that arise, and helping to maintain site security.

The hours are 37 hours per week working 8.00am – 4.00pm Monday to Thursday and 8.00am – 3.30pm on Friday. This is a 52-week per year contract which is fixed term until 31<sup>st</sup> August 2023 with 23 days of annual leave (the holiday entitlement for a fixed term contract is 17 days).

The starting salary will be £18,427 per annum but is pending a pay award.

Other benefits include participation in the Local Government Pension Scheme and access to the on-site gym and sports facilities outside of school times.

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.

The closing date for this role is Friday 11th November at 9am. Interviews will take place during w/c 14<sup>th</sup> November.

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.

Yours faithfully

**G Ohly**

Gemma Ohly  
HR Officer



**Headteacher:** Tamsin Schouten

Penryn College, Kernick, Penryn, Cornwall TR10 8PZ

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