

December 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 directed 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 the 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 as soon as possible.

The closing date for application forms is Friday 6th January 2023. Interviews will take place during week commencing 9th January.

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, Cornwall, TR10 8PZ.

Yours faithfully

G Ohly

Gemma Ohly
HR Officer



Penryn
College

"Achieving through Challenge"



Headteacher: Tamsin Schouten
Penryn College, Kernick, Penryn, Cornwall TR10 8PZ
T: 01326 372379 F:01326 373194 e:secretary@penryn-college.cornwall.sch.uk www.penryn-college.cornwall.sch.uk

A company limited by guarantee, registered in England and Wales, number 7654298. An exempt charity