



Penryn
College

"Achieving through Challenge"

Dear Applicant,

Thank you for your interest in the position of Receptionist at Penryn College.

We are seeking a highly organised and approachable individual to join our front-of-house team. As the first point of contact for visitors, parents, and staff, you will play a vital role in ensuring a welcoming and professional environment. This position requires excellent communication skills, attention to detail, and the ability to manage a variety of tasks in a busy and fast paced reception.

Key responsibilities include:

- Greeting and assisting visitors, parents, and students in a professional and friendly manner.
- Managing incoming calls and emails promptly and effectively.
- Supporting the smooth running of reception and providing general administrative support to the school.
- Maintaining accurate records and handling confidential information in line with school policies.

The successful candidate will:

- Have strong organisational and interpersonal skills.
- Be confident using IT systems and managing administrative tasks.
- Demonstrate professionalism and discretion at all times.
- Be able to work calmly under pressure and prioritise effectively.

This is a **full-time, term-time only position**, including INSET training days and an additional three days worked throughout the year to be agreed.

Hours: 37 per week, Monday to Friday, between 8:00am and 4:00pm with a 30-minute unpaid lunch break.

Salary: Grade D1 (£24,445), with a starting salary of £21,071 pro rata per annum, paid for 44.944 weeks per year.

Closing date for applications: Wednesday 10th December at 9.00am.

Interviews will be held on the morning of Monday 15th December.

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 applicant will be subject to an enhanced DBS check. **Please note that we are unable to process applications without a fully completed application form.**

Please return your completed application form and covering letter to **Becky Withers, HR Manager** at bwithers@penryn-college.cornwall.sch.uk or post to: Penryn College, Kernick Road, Penryn, TR10 8PZ.

Thank you again for your interest in joining our team. We look forward to receiving your application.



Headteacher: Claire Croxall

Penryn College, Kernick, Penryn, Cornwall TR10 8PZ

T: 01326 372379 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