



Dear Applicant,

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

Penryn College is seeking to appoint a part-time HR Assistant to join our professional and supportive team, working 3 days, 22.5 hours per week. This role offers an excellent opportunity for an organised and discreet individual to develop their HR experience within a busy and rewarding educational environment.

The successful candidate will provide effective administrative support across a range of HR functions, helping to ensure the smooth and efficient delivery of HR services across the College.

Key responsibilities include:

- Provide administrative support throughout the employee lifecycle, including recruitment, onboarding and contract administration
- Maintain accurate, confidential employee records in line with data protection requirements
- Support safer recruitment processes, including pre-employment checks
- Assist with absence monitoring, HR correspondence and day-to-day queries
- Work collaboratively with colleagues to support effective and positive employee relations

The successful candidate will:

- Has strong administrative and organisational skills
- Demonstrates a high level of attention to detail and confidentiality
- Has good communication and interpersonal skills
- Is confident using a range of IT systems
- Has previous HR experience

Be able to work calmly under pressure and prioritise effectively.

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

Hours: 22.5 per week, 3 full days, between 8:00am and 4:00pm with a 30-minute unpaid lunch break.

Salary: Grade F1 (£24,678), with a starting salary of £12,763 pro rata per annum, paid for 44.944 weeks per year.

Closing date for applications: Monday 19th January 2026 at 9.00am.

Interviews will be held on the morning of Friday 23rd January 2026.

Start date ASAP.



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

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.