

Cape Cornwall School
Cape Cornwall St, St Just, Cornwall,
TR19 7JX
01736 788501



Dream, Believe, Persevere, Achieve

Cape Cornwall School Administrator/Receptionist

- **Permanent Contract—Term Time only**
 - **17 April 2023**
 - **Full-time (37 hours per week)**
- **8.00am—4.00pm (Mondays—Thursdays)**
- **8.00am—3.30pm (Fridays)**
- **TPAT Pay Point: 6 (£21,151 pro rata per annum)**
(£10.96 per hour).

Cape Cornwall School is seeking to appoint an enthusiastic and versatile individual to become a member of our office team.

Your key responsibilities will be as follows:

- To provide administrative support to assist school management and organisation.
- To act as the first point of call for all school visitors and callers.
- To welcome visitors and direct as appropriate.
- To manage all telephone calls and queries, re-directing as appropriate.
- To support school marketing as required.

Applications are invited from individuals with good IT and communication skills who are able to be flexible and work well under pressure. Previous experience of working in a school environment is desirable but not essential as full training and support will be provided.

You will share our commitment to excellence, inclusion and aspiration for every student and will be determined to ensure the very best outcomes for children.

You will work in partnership with colleagues within Truro and Penwith Academy Trust schools.

To apply and for further information, please visit the Job Vacancies section of our website: www.cape.cornwall.sch.uk Alternatively please email: okeith@cape.tpacademytrust.org

Application forms should be returned to Miss O Keith, PA to Leadership Team, at: okeith@cape.tpacademytrust.org

Closing date: 12.00pm Friday 24 March 2023
Interview date: Week beginning 27 March 2023