

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



Cape Cornwall School Specialist Administrator (Attendance)

• **Permanent Contract—Term Time only**

• **Start Date: 1 September 2026**

• **Full-time—37 hours per week**

8.00am—4.00pm Monday to Thursday & 8.00am—3.30pm Fridays

• **TPAT Pay Point: 8 (£27,413 per annum)**

**Actual Gross Salary £23,579.70 per annum
(£14.21 per hour)**

Cape Cornwall School is seeking to appoint an enthusiastic and versatile individual to become a member of our administration team, supporting our Assistant Headteacher with attendance.

Your key responsibilities will be:

- To work with pastoral and teaching staff to support and monitor student attendance.
- To promote a culture of high attendance and punctuality, intervene to reduce levels of absence, and ensure that registers are completed in line with statutory requirements for schools.
- To work directly with identified students and their families to improve attendance and engagement with school, particularly for those students from a disadvantaged background.
- To liaise with external agencies to support the family and make referrals as necessary.

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.

**For further information, please visit the 'Join The Team' page at www.tpacademytrust.org
Completed applications should be emailed to recruitment@tpacademytrust.org**

Closing date: 12.00pm Monday 20 July 2026

Interview date: Wednesday 22 July 2026