



# TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates Prep School Receptionist Truro School Prep**

Commence April 2025

Part time / Permanent / Term Time Only

Truro School, Trennick Lane, Truro, TR1 1TH  
[www.truroschool.com](http://www.truroschool.com), [recruitment@truroschool.com](mailto:recruitment@truroschool.com)

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From: Rob Morse  
Head of Prep



Dear Candidate,

Thank you for your interest in the role of Receptionist at Truro School Prep.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an "excellent<sup>1</sup>" co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website [www.truroschoo.com](http://www.truroschoo.com) and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

A handwritten signature in black ink that reads "Rob Morse". The signature is fluid and cursive, with a long horizontal line extending to the right.

Rob Morse  
Head of Prep

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<sup>1</sup> As judged by ISI in 2017 at both our Senior and Prep Schools

**JOB TITLE:** Prep School Receptionist

**GRADE:** NT2

**REPORTING TO:** Deputy Head

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### Role Overview:

The Prep School Receptionist undertakes a range of administrative duties in support of the teaching staff, and plays an active role in support of all School activities. The Prep School Receptionist is the first point of contact, both face to face and over the telephone and email, and will be proficient in dealing with sensitive matters from parents, the public and pupils. This role requires the ability to move with ease around the site, visiting classrooms to deliver equipment and to follow up on children's whereabouts when necessary.

### Key Tasks and Responsibilities:

The Prep School Receptionist will:

- Promote the welfare of pupils at all times
- Carry out reception duties including dealing with enquiries, welcoming visitors and providing an excellent first impression of the school
- Ensure that signing-in procedures are followed
- Answer the telephone, including transferring calls, take clear and accurate messages and deal with queries/concerns
- Provide administrative support to other areas of the school as necessary
- Prepare and print reports using the School database
- Distribute incoming post and goods received and provide assistance with outgoing post
- Supervise and receive attendance registers and follow up on pupil absences
- Prepare, maintain and communicate Club and activities lists
- Maintain accurate fire evacuation lists
- Maintain daily pupil bus lists
- Process all requests for petty cash and balance on a monthly basis
- Prepare lists of all charges to pupil accounts and send to the Finance Department on a termly basis
- Co-ordinate school photograph orders
- Ensure electronic pupil details are kept up to date
- Order school equipment and supplies
- Move freely around the site to deliver equipment and support the welfare of children
- Liaise with the transport department as to daily and termly bookings
- Send messages via our communication channels to advise parents of their children's involvement in events and fixtures
- Produce forms of consent for external trips and fixtures
- Book training courses for staff
- Deal with pupils' enquiries throughout the day
- Maintaining the breakfast and supper club lists
- Provide and administer First Aid when the School Nurse is not available

### Person Specification:

#### Essential

- Skilled and experienced in using all Microsoft packages
- Excellent administrative skills

- First class communication skills, both written and verbal
- Ability to work to tight deadlines and deal with time-pressured situations
- Ability to work on own initiative
- A flexible and versatile approach to working arrangements
- Proven ability to provide high quality customer service in a busy environment
- Good team player
- Sensitive to both the Methodist ethos of the School and the principles of Independent education

**Desirable**

- Experience of using databases, in particular, iSAMS
- Experience of working in an educational or asimilar customer facing environment

**ADDITIONAL:**

- Truro School is committed to safeguarding and promoting the welfare of children applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check.
- We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.

This job description sets out the main duties of the post which may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.

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## Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and staff can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

## Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

## Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.



## Truro School Prep

Truro School Prep educates around 300 pupils between the ages of 3 – 11. From Nursery to Year 6, we offer an outstanding environment for girls and boys to embrace all that life has to offer, nurturing them to discover and cultivate their individual talents. Our aim is not just to prepare pupils for the next stage of their education, but to also lay the foundations for them to grow up and lead happy, purposeful and fulfilling lives.

Learning takes place both inside and outside the classroom and our on-site Forest School encourages children from the very earliest ages to safely enjoy the great outdoors. In addition, there are many exciting educational outings and visits the enhance learning as we take advantage of the beauty and variety that Cornwall provides.

Between Years 3 and 6 pupils become less involved with a singular teacher in order to take advantage of specialist subject teachers, just like at the Senior School.

At Truro School Prep we intentionally keep our class sizes small. The average class size is 16 and we believe this is important in the education of every child. It ensures that pupils are given appropriate attention and support by our dedicated team of teachers.

## Cornwall

Truro School is located in the county of Cornwall, in south-west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at [www.visitcornwall.com](http://www.visitcornwall.com) for more information about how to get here, where to stay and what's on.



## TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Generous Defined Contribution Pension scheme with L&G
- Well supported Continued Professional Development and training opportunities
- Lunch and refreshments, including tea, coffee and fruit
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities, and access to staff only fitness sessions
- Free onsite parking
- Discounted school fees
- Employee Assistance Program
- Electric Car and Cycle to Work salary sacrifice schemes
- Employee benefits platform and discounted shopping voucher platform

### Terms of Employment

This role is a permanent, part time position, working term time only (34 weeks). This position will be 30 hours per week, working 4 days a week. The exact working days can be discussed at interview.

### Salary

This role is graded at NT2 on the OPS Salary Scales and equates to an FTE salary of £24,388-£27,321pa. Based on an FTE of 0.5862, your actual salary would be £14,296 – £16,016pa.

### Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Non-teaching staff have a pension via L&G whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to L&G, and the School will make a 10% contribution.

### Employee Assistance Program/Employee Benefits Platform

Truro School utilises Care First as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

### Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form



## APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to [recruitment@truroschool.com](mailto:recruitment@truroschool.com) or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self- disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

**We look forward to receiving your application.**

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