**Receptionist & Administration assistant vacancy Advert**

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| **Job Title**: | Receptionist / School Admin |
| **Closing Date**:  | 11th July 2025 at 09:00 |
| **Interview Date:**  | Week commencing 14th July 2025 |
| **Start Date**: | 2nd September 2025 |
| **Hours of work:** | Variable hours initially for 37 hrs per week, 39 working weeks per year (includes CPD days) plus holidays (45.4506 paid weeks) |
| **Salary**: | £24,926 per annum FTE , Actual salary £18,644.30 |
| **Location**: | Pencalenick School, St Clement, Truro, TR1 1TE |
| **Contract type**: | Permanent |

**About Pencalenick School:**

Pencalenick School is a highly successful Academy Trust School that lies in the heart of Cornwall, providing high quality education and support for pupils aged 11-16 with complex learning difficulties and disabilities. We have 125 pupils of secondary age on site at Pencalenick School and are responsible for a further 4 ARBs across Cornwall. An ARB or Area Resource Base is a specialist facility attached to a mainstream school, catering for children with an Education, Health and Care plan who have complex or multiple learning needs or disabilities.

The school is a member of the Special Partnership Trust, an ambitious and inspiring collaboration of specialist provision in Cornwall, with a focus on excellence in learning for everyone. We are seeking to appoint a personable and organised individual to be the first point of contact for all visitors to the school.

The successful candidate will have strong communication skills, the ability to multitask, thrive working in a busy office environment and be professional and discreet regarding confidential matters. Knowledge and practical applications of Microsoft packages are essential as this post provides key admin support within the admin team and to the wider school.

 Duties include updating pupil records on the school database, maintaining the school website, compiling the school newsletter, managing the bus bookings system, ensuring pupil registers are compliant and dealing with all administrative processes regarding the school meals system.

Experience of Arbor would be an advantage, but training will be given if necessary. This is a varied role with frequent interruptions so an ability to prioritise and remain calm under pressure is essential.

Pencalenick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to the satisfactory completion of checks and references, including an Enhanced Disclosure and Barring Service (DBS) check.

**Contact Us:**

If you have the commitment, energy, initiative and drive to help us meet our core values, then we welcome your application.

Please visit the school website www.pencalenick.org for further information and an application pack.

Completed applications should be returned to secretary@pencalenick.org for the attention of Mrs Lisa Wills.