

Vacancy

The Roseland Multi Academy Trust
Tregony, Truro, Cornwall, TR2 5SE
Tel: 01872 530675/583
Fax: 01872 530498
Website: www.theroseland.co.uk

School Secretary/Receptionist

Permanent/Term Time/Full or Part-Time

Grade E - Salary Range £16,275 - £17,544pa – reduced pro rata (see below)

35 hours per week term time (38 weeks) plus an additional 5 inset days and overtime as required (actual salary, reduced pro-rata to £13,069 - £14,088pa)

or

21.25 hours per week (12.00 – 4.15pm), term time (38 weeks) plus an additional 5 inset days and overtime as required (actual salary, reduced pro-rata £7,935 - £8,553pa)

The Roseland Multi-Academy Trust currently consists of two secondary and two small primary schools. The Trust's vision is "Where Everyone Succeeds" and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools.

We require two School Secretaries/Receptionists to join our busy reception office at The Roseland Academy. The reception office is the central hub for staff and students alike to visit with a broad range of requests and queries. You will be part of a team who ensures administrative functions are fully resourced and covered.

The successful candidates must be totally reliable, demonstrate excellent time keeping, be adept at managing competing priorities and work well under pressure. This role requires the ability to maintain confidentiality. You will undertake a wide range of tasks and must be approachable and sensitive to the needs of all students, as well as being a team player who takes an interest in the range of work undertaken by the Trust and be happy to be part of a highly successful school and Trust.

Job descriptions and an application form are available from our website at
<http://www.theroseland.co.uk/site/vacancies/>

Further details for these posts are available from Mrs Jodie Winter: jwinter@theroseland.co.uk

Closing date for applications: 2 December 2019 – 10am
Interviews will take place on: 9 December 2019