

Vacancy

Falmouth School
Part of The Roseland Multi Academy Trust
Tel: 01326 372385
Website: www.falmouth.cornwall.sch.uk

School Administrator

Permanent/Term Time/Full-Time/Part-Time

Grade E
Salary £18,328 reduced pro-rata
Monday to Friday, term time (38 weeks)
plus additional days and overtime as required

Start date: as soon as possible

The Roseland Multi-Academy Trust consists of three secondary and two primary schools and our students range from age 3 until 18 across the Trust. The Trust's mission is "to provide outstanding education for our communities, 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 are looking for a School Administrator to join our team at Falmouth School. As an administrator you will support the smooth day to day administrative functions of a busy school undertaking a range of tasks as directed by your line manager. This will include dealing the visitors at reception, dealing with telephone and email enquiries, photocopying, room bookings, attendance monitoring as well as working with data, IT, liaising with staff, students, parents and external agencies. The information concerned is often of a confidential nature and therefore it needs to be stored securely and accurately, as well as handled with discretion.

If you are totally reliable, have excellent time keeping skills and are adept at managing competing priorities we would welcome an application. 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 school and Trust and be happy to be part of a highly successful Trust.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

A job description and an application form are available from our website.

Further details for this post are available from Mrs Lisa Grigg lgrigg@falmouthschool.net

Closing date for applications: 9am 15 July 2022

Interviews will take place on: 18 July 2022