



Vacancy

Falmouth School
Part of The Roseland Multi Academy Trust
Tel: 01326 372386
Website: www.falmouth.cornwall.sch.uk

School Receptionist/Administrator

Permanent/Full-Time/Term Time
(38 weeks term time plus one additional week), 37 hours per week
(plus overtime as required)

Grade E

Salary £23,056 - £24,841pa (actual pro rata salary £19,722 - £21,249pa)

Start date: 3rd September 2024

Are you a conscientious and hard-working individual?
Do you enjoy interacting with members of the community?
Do you work with a high level of professionalism in everything that you do?
If so, your next role awaits you here at Falmouth School.

Falmouth School is a friendly, inclusive and successful school of more than 950 students, including a Sixth Form. We expect everyone to be able to enjoy a learning environment that is disruption free and where exciting learning happens every minute of the day and we all pursue these highest standards. Our sense of belonging is mighty and we all want to flourish as part of our 'Falmouth Family'.

As a receptionist you will meet and greet members of our community as well as work with students on a day to day basis. This will include supporting in face to face, telephone and email enquiries. In addition to this you will support the school administrative team with functions of a busy school undertaking a range of tasks as directed by your line manager. This will include photocopying, room bookings, first aid, attendance monitoring as well as working with confidential information, 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 and confidentiality.

Falmouth School is part of The Roseland Multi-Academy Trust which consists of three secondary schools, two primary schools and a Teaching School Hub. 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.

This is a term time only position, the successful post-holder will benefit from the majority of the school holidays although there will be a requirement to work an additional 5 days during the academic year. The Trust recognises the importance of staff wellbeing and has supportive policies and procedures in place as well as collaboration opportunities across our settings. Our school settings have free parking facilities and where there is a requirement to travel to different schools, mileage is paid.

We are keen to hear from dedicated and passionate receptionists and/or administrators who are eager to progress their career in the education sector as part of a highly successful organisation. Success starts with a great team and if you are looking for a new challenge we would welcome an application from you. This role suits a variety of backgrounds. If you have previously worked in education, that is advantageous,

however, we see many transferrable skills from other sectors that will be relevant to your success in this role.

What you'll get in return:

- A **unique opportunity** to be a key member of staff in a forward-looking and improving school;
- A **genuine family atmosphere** with high expectations and standards where every student is known and valued;
- Access to **high-quality Continuous Professional Development** within the Multi Academy Trust.
- **Competitive salaries**, based on skills and experience;
- **Local Government Pension Scheme**;
- **Discounted membership** in Trust **Sports Hubs (Falmouth & Newquay)**;
- **Free parking** facilities;
- **Employer's Eye Care Scheme** (Specsavers);
- Employee Assistant Programme (**EAP**);
- **TES media** access (magazine, podcast and videos).
- **Mileage paid** if there is a requirement to travel to different schools within the Trust.

How to apply: Please note a completed application form needs to be submitted (CVs are not an accepted form of application). To apply, please complete the application form available on our website and send it to the email address – vacancies@falmouthschool.net

- **Closing date for applications: Friday 12th July at 9am**

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced DBS check and online searches will be carried out for shortlisted candidates.