



Vacancy

The Roseland Multi Academy Trust
www.theroselandmat.co.uk

School Administrator

Grade E (Points 1-6)

Salary range - £24,346 - £26,208 per annum (pay award pending)

Actual salary - £12,945 - £13,936 per annum (pay award pending)

23 hours per week, 39 working weeks (term time plus 1 additional week)

Start date: As soon as possible/by negotiation

The Roseland Multi-Academy Trust 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.

We are looking to appoint a School Administrator 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 working on reception to answer telephone and email enquiries as well as greeting visitors. You will also assist with photocopying, room bookings, first aid and general administration duties as required. The information concerned is often of a confidential nature and, therefore, needs to be stored securely and accurately, as well as handled with discretion.

The hours of work are Monday, Tuesday and Thursday 8.30am-3.30pm with a 30 minute unpaid break each day and Wednesday 8.30am-midday.

You will be joining a school which has been graded as good in all areas by Ofsted in April 2025.

The successful candidate must be totally reliable, demonstrate excellent time keeping and organisational skills, be adept at managing competing priorities and work well under pressure. This role requires the ability to maintain confidentiality. You 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.

The Roseland Multi Academy Trust is a fantastic Trust to work for. This role will allow the right person to have a positive impact on the outcomes of many young people. If this opportunity appeals to you, then please complete and return an application form (support) along with the Equal Opportunities Form and Relevant Convictions Form.

Potential candidates are encouraged to contact the school with any questions and also forward application forms. What you'll get in return:

- A unique opportunity to be a key member of staff in a forward-looking, thriving school in the beautiful town of Falmouth, in Cornwall;
- A genuine family atmosphere with high expectations and standards where every student is known and valued;
- Competitive salaries, based on skills and experience;
- Discounted membership in Trust Sports Hubs (Falmouth & Newquay);
- Free parking facilities;
- Employer's Eyecare Scheme (Specsavers);
- Employee Assistance Programme (EAP);
- Mileage paid if there is a requirement to travel to different schools within the Trust.

How to apply: A completed application form needs to be submitted (CVs are not an accepted form of application). To apply, please download the support staff application form available on our website, and once completed send to vacancies@falmouthschool.net for the attention of Mrs Gemma Ohly.

Potential candidates are encouraged to contact Falmouth School with any questions. To arrange a visit, or for further details about this post, contact Mrs Gemma Ohly via vacancies@falmouthschool.net.

- **Closing date for applications: Monday 29th September at 9am**
- **Date of interview: Friday 3rd October**

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.

Our Headteachers and Trustees act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including Disclosure and Barring Service (DBS) checks, barred list checks, online searches and prohibition checks, together with references and interview information. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required.