



Tel: 01326 572685 E-mail: aatkinson@helston.cornwall.sch.uk Website: www.helston.cornwall.sch.uk

Post: Receptionist
Start Date: Tuesday 23rd April 2019
Contract: Fixed Term – Summer Term (23rd April – 19th July 2019)
37 hours per week / Term Time (43.128 Paid Weeks)
Salary: £15,839 per annum pending pay review (Actual Salary: £13,101 per annum)

Helston Community College, part of the Southerly Point Co-operative Multi-Academy Trust, are looking to appoint an enthusiastic and friendly person to join the administration team on a fixed term basis, to cover sickness, for the Summer term.

Applicants must have good interpersonal and communication skills, as well as excellent organisational skills, and should have the ability to work on their own initiative and as part of a team. The successful applicant should have experience of working in an office environment and have a competent level of knowledge of using office-based applications. Experience of working within a School/College environment would be desirable, but is not essential

We are committed to promoting aspiration, encouraging ambition and ensuring achievement within a values-driven ethos.

For more details, please log on to Helston Community College website or contact Angela Atkinson, Personnel Officer. Please note we do not accept CVs and only applications submitted on an application form will be considered.

Closing date: Midday on Friday 5th April 2019
Interviews: To be confirmed

Southerly Point Co-operative Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people. DBS disclosure will be required at the enhanced level for all appointments.