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## **Admin / Clerical Assistant**

**Start Date:** As soon as possible.

**Grade:** C. £15,838 FTE per annum / £2,124 pro rata – pending pay review

**Contract:** 6.0 hours per week. Term time only.

Crowan Primary School, part of the Southernly Point Co-operative Multi-Academy Trust, are looking to appoint an **Admin Assistant** for 6.0 hours per week to undertake general administrative tasks [including answering phone calls, bulk photocopying, managing deliveries and stock, dealing with enquiries from parents and visitors, etc in the school office].

Crowan Primary is a thriving small school situated between Helston and Camborne where the commitment to team-work and the provision of a balanced, enriching and engaging curriculum are highly valued.

Candidates must be able to demonstrate a commitment to our co-operative values.

This appointment will be temporary until the end of the Summer Term 2019 in the first instance.

Visits to the school are welcome. Please contact the school office to arrange an appointment.

For further information on this role and how to apply, please telephone Mrs Coates, school secretary, on (01209) 831455 or email [secretary@crowan.cornwall.sch.uk](mailto:secretary@crowan.cornwall.sch.uk).

Deadline for applications: **Thursday 25<sup>th</sup> April 2019**

Interviews: **Thursday 2<sup>nd</sup> May 2019**

**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.**