

School Secretary: Internal Applicants Only

Start Date: As soon as possible
Grade: Scale 5 [up to £19,380 per annum full time salary / up to £11,116 actual salary – dependent on experience]
Contract: 25 hours per week over 39 weeks

Manaccan Primary School, part of the Southernly Point Co-operative Multi-Academy Trust, are looking to appoint a School Secretary to provide administrative and clerical support to the school.

The successful candidate will have: practical experience of working in an office environment; practical experience of word processing, e-mail & other office electronic applications; attainment of GCSEs or equivalent [to include Maths and English]; have excellent interpersonal / communication skills and personal presentation. Experience in a school / college environment and a working knowledge of the SIMS system would also be desirable

We are committed to 'Enabling Excellence Together' within a values-driven ethos.

For more details, please email secretary@coverack.cornwall.sch.uk. Thank you.

Please note we do not accept CVs and only applications submitted on an application form will be considered.

Closing date: Midday on Friday 13th September 2019

Interviews: Monday 16th September 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.