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Administration Assistant [Code 310]

Start Date: As soon as possible

Grade: Scale 3 [£16,882 p.a full time / £7,746 p.a pro rata]

Contract: 20 hours per week over 39 working weeks [Term Time incl. INSETs]

Helston Community College, part of the Southernly Point Co-operative Multi-Academy Trust, are looking to appoint an Administration Assistant who can support the Attendance Manager.

The role will involve:

- Monitoring, on a daily basis, the attendance of all students;
- Maintaining and accessing the SIMS student database;
- Producing a range of letters and correspondence related to attendance and absence.

Applicants should have a good standard of practical knowledge, skills and experience of working in an office environment. The successful candidate should have excellent organisational skills, and should be able to work independently using their own initiative and as a part of a team.

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

Closing date: Monday 23rd March 2020

Interviews: TBC

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.