

Vacancy

The Roseland Multi Academy Trust
Tregony, Truro, Cornwall, TR2 5SE
Tel: 01872 530675/583
Website: www.theroseland.co.uk

School Secretary/Receptionist

Term Time/Part-Time

Fixed Term until 31 August 2026

Grade E - Salary Range £23,056 - £24,841pa – reduced pro rata (see below)

7 hours per week (8.00am – 3.30pm Tuesday), term time, plus an additional 1 day and overtime as required (actual salary, reduced pro-rata £3,731 - £4,020pa)

Start date: as soon as possible

The Roseland Academy is an Ofsted Outstanding and consistently high-performing Academy where we nurture, challenge and inspire every child to reach their potential.

The school is situated on the beautiful Roseland Peninsula on the south coast of Cornwall. The area offers outstanding quality of life, with beautiful beaches, countryside and the historic city of Truro all within easy reach.

We feel very proud to belong to The Roseland Multi-Academy Trust, which consists of three secondary, two small primary schools and a teaching school hub. The Trust's mission is "to provide an 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. Continuous Professional Development is prioritised supported by a variety of initiatives that develop our teachers to be truly exceptional practitioners.

We require a School Secretary/Receptionist to join our busy reception office at The Roseland Academy. The reception office is the central hub for staff and students alike to visit with a broad range of requests and queries. You will be part of a team who ensures administrative functions are fully resourced and covered.

The successful candidate must be totally reliable, demonstrate excellent time keeping, be adept at managing competing priorities and work well under pressure. This role requires the ability to maintain confidentiality. You will undertake a wide range of tasks and 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 and be happy to be part of a highly successful school and Trust.

Job descriptions and an application form are available from our website at
<http://www.theroseland.co.uk/site/vacancies/>

Further details for this post are available from Miss Emily Pye: epye@theroseland.co.uk.

Closing date for applications: 18 September 2024 – 9.00am

Safeguarding Statement:

The Roseland Academy, part of The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced DBS check and online searches will be carried out for shortlisted candidates.