



*Dream, Believe, Persevere, Achieve*

**Vacancy Information Pack**

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| **School Name:** | Cape Cornwall School |
| **Job Title:** | Adminstrator/Receptionist |

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| Application Form | [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |
| Equality and Diversity Monitoring Form | [www.tpacademytrust.org/application-packs/](http://www.tpacademytrust.org/application-packs/) |



**Cape Cornwall School**

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| **Job Title:** | Administrator/Receptionist |
| **Pay Point / Pay Range:** | TPAT Pay Point 6 |
| **Full Time Equivalent Annual Salary:** | £21,151 pro rata per annum |
| **Contract Type:** | Permanent |
| **Hours Per Week / Weeks Per Year** | Paid Weeks – 44.263 paid weeks |
| **Closing Date:** | 12 noon on Friday 24 March 2023 |
| **Proposed Shortlisting Date:** | 25 March 2023 |
| **Proposed Interview Date:** | Week beginning 27 March 2023 |

Cape Cornwall School is seeking to appoint an enthusiastic and versatile individual to become a member of our office team.

Your key responsibilities will be as follows:

 To provide administrative support to assist school management and organisation.

 To act as the first point of call for all school visitors and callers.

 To welcome visitors and direct as appropriate.

 To manage all telephone calls and queries, re-directing as appropriate.

 To support school marketing as required.

Applications are invited from individuals with good IT and communication skills who are able to be flexible and work well under pressure. Previous experience of working in a school environment is desirable but not essential as full training and support will be provided.

You will share our commitment to excellence, inclusion and aspiration for every student and will be determined to ensure the very best outcomes for children. You will work in partnership with colleagues within Truro and Penwith Academy Trust schools.

To apply and for further details, please visit the Job Vacancies section of our website: [www.cape.cornwall.sch.uk](http://www.cape.cornwall.sch.uk)

Alternatively please email: okeith@cape.tpacademytrust.org

Application forms should be returned to Miss O Keith, PA to Leadership Team, at: [okeith@cape.tpacademytrust.org](mailto:okeith@cape.tpacademytrust.org)

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| To find out more about Cape Cornwall School, please visit: | www.cape.cornwall.sch.uk |
| To discuss this position please contact: | Mr Hall  01736 788501 jhall@cape.tpacademytrust.org |
| Application packs can be downloaded from: | www.cape.cornwall.sch.uk |
| Please email your completed application form, equality & diversity monitoring form and safeguarding from by the closing date to: | okeith@cape.tpacademytrust.org |

Please note that successful candidates will be informed via email.

*Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening and pre-employment checks, including enhanced DBS clearance and full reference checks with previous employers.*

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| **School Information for Applicants** | |
| **School Address:** | Cape Cornwall School, Cape Cornwall St, St Just, Cornwall, TR19 7JX |
| **School Telephone Number:** | 01736 788501 |
| **School Email Address:** | secretary@cape.tpacademytrust.org |
| **Name of Headteacher:** | Mr J Hall |
| **Website Address:** | www.cape.cornwall.sch.uk |

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| **Welcome to Our School** |

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

For more details about our school, please see our website [www.cape.cornwall.sch.uk](http://www.cape.cornwall.sch.uk)

Our school enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

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| **General Background** |
| Cape Cornwall School is situated in St Just, in arguably one of the most beautiful parts of Cornwall. The rugged coastline and rich mining heritage of this area are renowned. Cape Cornwall School is extremely proud of our strong connections with our local community: we draw our students from four main partner primary schools: Sennen, St Just, Pendeen, St Buryan and St Levan, with students also coming to us from across the wider West Penwith area.  Cape Cornwall School is unique: we have around 250 students on our school roll and have a 2 form entry into each Year group. The small size of our school belies our big ambitions for our students and for our school community. We do not believe we are defined by our small stature: we believe we are defined by our unique relationships with our students and community and by our strong ‘sense of belonging’.  At the heart of Cape Cornwall School is Kites: an Area Resource Base, which provides a supportive and specialised education for children with a range of complex needs. Inclusion and equality of opportunity are extremely important to us and are a foundation of our core school ethos.  Cape Cornwall School joined Truro and Penwith Academy Trust in 2017. Supported by our partner secondary schools within the Trust, we have worked together to lead and sustain rapid school improvement. We were the most improved school in Cornwall (and possibly the South West) in 2018 and the success of our students continued in 2019 when we were top of the Performance Tables for outcomes in Maths and English (the Basics measure).  We are immensely proud of the achievement of our students and our track record of sustained school improvement which is testament to the hard work and dedication of our staff team. We are also determined to continue this trajectory of improvement, for the benefit of our students in the future.  Applicants will find Cape Cornwall School to be a happy and thriving community. It is typified by confident and diligent students who are aspirational for their future and who are proud to attend our school. We have high academic standards and expectations of our students and we view their personal development as central to their education. There is a moral imperative to work at Cape Cornwall School: we firmly believe that education opens doors, minds and opportunities. A high proportion of our families have low incomes and this brings its own challenges for young people growing up in this area of Cornwall. We believe that education is the key to unlocking potential and there is a concrete opportunity here to make a real and lasting difference to the lives of young people.  You would be joining, a forward-focused team of staff. Without exception, the staff team at Cape Cornwall have the best interests of students at the forefront of their work and decision-making. We are ambitious for our children’s futures and this ambition: to broaden perspective, knowledge and understanding, underpins our curriculum, teaching, care and guidance. |

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| **Class Organisation** |
| For more details about our classes, please see our website www.cape.cornwall.sch.uk |

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| **Staff Organisation** |
| For more details about our staff organisation, please see our website www.cape.cornwall.sch.uk |

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| **Our Curriculum** |
| For more details about our curriculum, please see our website www.cape.cornwall.sch.uk |

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| **Safeguarding** |
| TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers and volunteers to share this commitment.  Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. |

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| **Application Information** |
| We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:   |  |  | | --- | --- | | Contact Name: | Miss O Keith | | Contact Email Address: | okeith@cape.tpacademytrust.org | | Contact Telephone Number: | 01736 788501 ext. 5922 |   Please note that CVs will not be accepted.  Application packs can be downloaded from [www.cape.cornwall.sch.uk](http://www.cape.cornwall.sch.uk)   |  |  | | --- | --- | | Closing Date: | 12.00pm Friday 24 March 2023 |   Completed applications must be returned to the email address above and be received by 12 midday on the closing date provided.   |  |  | | --- | --- | | Interview Date(s): | Week beginning 27 March 2023 |   To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.  If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post. |

Last updated 10 2021