



**Truro and Penwith  
Academy Trust**

**Part-time Administrative Officer  
30 hours per week (term-time only plus 10 days school holiday working)**

**Salary: £23,348 per annum (pro- rata)**

This is an exciting opportunity to work for a progressive and respected Academy Trust. We are seeking an efficient and motivated Administrative Officer who will provide general office support to senior staff at Truro and Penwith Academy Trust. You will be the first point of contact for all visitors, you will be able to compose original letters and emails, be comfortable arranging meetings and taking minutes, and will undertake recruitment administration as necessary. You will be highly organised, have excellent interpersonal skills and will be familiar with all Microsoft office applications.

This is a part - time position, based at the TPAT offices at Truro Business Park.

To discuss this position please contact Emily Burley, Administration Manager on [eburley@tpacademytrust.org](mailto:eburley@tpacademytrust.org)

Further information and an application pack can be downloaded from <http://www.tpacademytrust.org>

**Closing Date: 4 October 2023 at 9am**

**Interviews in week commencing 9 October 2023**

*Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post, you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.*