



# TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates Office Administrator**

Commence July 2026

15 Hours per week / Permanent / All-year round

Truro School, Trennick Lane, Truro, TR1 1TH  
[www.truroschoo.com](http://www.truroschoo.com), [recruitment@truroschoo.com](mailto:recruitment@truroschoo.com)

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

## From Kieran Topping Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of Office Administrator here at Truro School.

Our School is steeped in 145 years of history, and is Cornwall's only co-educational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 800 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our School.

Underpinned by a welcoming and liberal Methodist ethos, we champion an education rooted in the values of curiosity, courage, creativity, compassion and confidence. We encourage our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we provide for the children under our care – no matter what their role.

Our school is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website [www.truroschoo.com](http://www.truroschoo.com) and view our virtual tour, where you will find a glimpse of who we are and where we work, seeing and hearing from staff and pupils alike.

A handwritten signature in blue ink, appearing to read 'Kieran Topping'.

**Kieran Topping**

**Chief Operating Officer**

# Job Description: Office Administrator

## ACCOUNTABLE TO:

School Administrator

## CORE PURPOSE:

The Office Administrator is based in the School Office and is tasked to undertake a range of administrative duties in support of the academic staff and play an active role in support of all School activities as well as greeting and signing in visitors. The busy front office team are the first point of contact both face to face and over the telephone and are proficient in dealing with sensitive issues from parents, the public and pupils.

## KEY TASKS AND RESPONSIBILITIES:

- Ensure office and reception area is unlocked at 8.00am and open for visitors and pupils.
- Receiving incoming calls via TEAMS, dealing with enquiries and forwarding calls to the relevant members of staff or taking messages.
- Distribution of incoming post to appropriate departments and staff.
- Collating all out-going post and maintaining the franking machine.
- Carry out general office reprographics; including photocopying, ring-binding, laminating and guillotining.
- Welcoming and signing in visitors and providing a good first impression of the school.
- Processing daily attendance through iSAMS Registration Manager in line with our Attendance Policy, including liaising with our DSL and Pastoral staff.
- To deal with absence requests from Parents to the Deputy Head, including responding by email on their behalf and updating iSAMS with this information.
- Accessing information and running reports from the iSAMS pupil database.
- Administering the central email point for the school, responding to and acknowledging where necessary and liaising with staff to answer any queries.
- Providing administrative support for academic staff, including proof reading and formatting of letters, checking for inaccuracies and following up where necessary.
- Maintaining the pupil record files and updating accordingly in line with GDPR and our Retention Policy.
- Replenishing photocopier consumables, logging service call requests and dealing with visiting engineers.
- Dealing with pupils' enquiries and requests throughout the day.
- Maintain Tutor Information Boxes and Staff pigeonholes - updating staff information at the beginning of each term.
- Using iSAMS for sending electronic mail to parents, pupils and staff.

## SPECIFIC FUNCTIONS:

- Using the School's MIS system.
- Liaising with photocopier engineers, reporting faults, ordering consumables for all on-site copiers (eg. toner and staples).
- Maintaining a supply of photocopier paper and liaising with Supplier.
- Ensuring stocks of consumables such as coloured paper, card, comb binders, laminating pouches.
- Ensure the Marketing Information Cabinet in Reception is fully stocked for visitors.
- Covering for the specific responsibilities of the other office administrator in their absence.

## EXPERIENCE AND SKILLS:

### Essential

- Ability to work to tight deadlines and changing priorities
- Ability to work on own initiative with a flexible and versatile approach to working arrangements
- Proven ability to provide high quality customer service in a busy environment
- First class communication skills, both written and verbal
- Excellent team player
- Computer literate in all Microsoft packages
- Excellent administrative skills
- Sympathetic to the Methodist ethos of the School

### Desirable

- Experience of using iSAMS or a similar School Information System
- Experience of working in a similar customer facing environment
- Experience of working in an education environment

### ADDITIONAL

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve contact with children or young people.
- We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.
- This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.



# Truro School

## Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

## Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

## Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

## Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group and international universities.

47% of GCSE and iGCSE grades in 2025 awarded were 9-7 (or A\*/A), with 15% at grade 9.

In the same year, we were pleased to report 50% of A-Levels were graded A\*/A. Furthermore, 80 % of all A-Level grades were graded at A\*-B. In 2024, we were the leading provider of A Levels in Cornwall in terms of pupils achieving AAB or above in two facilitating subjects and in 2025 outcomes in this parameter are even higher.

Further information can be found here:

GCSE results: [www.truroschoo.com/senior-school/academic/results](http://www.truroschoo.com/senior-school/academic/results)

A Level results: [A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK](http://A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK)

## The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons

and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

## Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportspeople in the fields of windsurfing, fencing and sailing to name but a few. All abilities are welcome and every pupil is encouraged to participate and enjoy a healthy lifestyle.

## Music

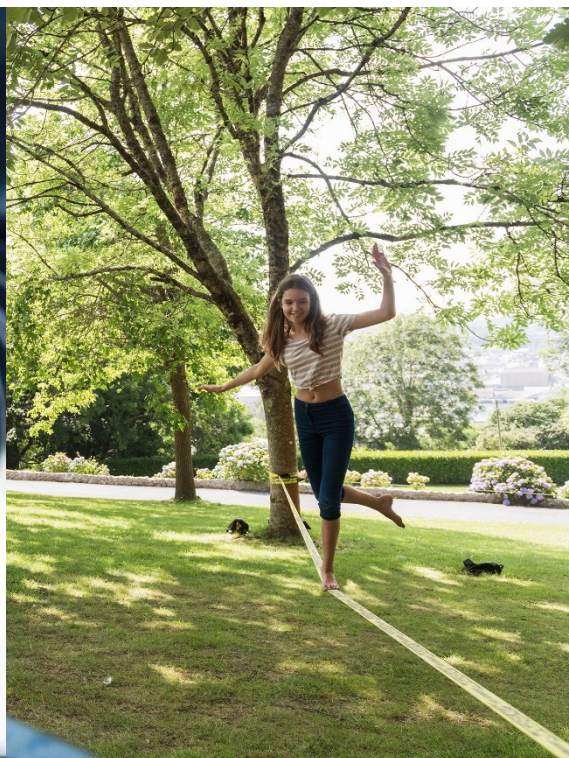
Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. We host over 60 concerts each year involving ensembles, choirs and bands. Tuition is available for numerous instruments. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

## Drama

Truro School is renowned for the quality of its drama productions which are held in our Burrell Theatre. The school runs a number of major productions throughout the year including an annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

## Cornwall

Truro School is located in the county of Cornwall, in southwest England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at [www.visitcornwall.com](http://www.visitcornwall.com) for more information about how to get here, where to stay and what's on.



## TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Excellent pension scheme
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

### Terms of Employment

The role is a permanent, part-time position working 15 hours per week, all-year round as part of the busy Front Office team. The shift pattern is:

Tuesday and Wednesday each week 8:00am – 4:30pm (with a 1-hour unpaid break)

### Salary

The role is graded at NT2 on the Truro School OPS Salary scales and is £10,592.80 per annum (based on an FTE salary of £26,482pa)

### Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Non-teaching staff have a pension via L&G whereby the School double-matches an employee's contribution, up to an employee contribution of 5%. So, where an individual contributes 5% to the Scheme, the School will make a 10% contribution.

### Employee Assistance Program/Employee Benefits Platform

Truro School complies with its legal obligations to provide access to a pension scheme. Operational, Professional and Support (OPS) staff have a pension via L&G whereby the employee contributes a minimum of 5% to their pension and the school will make a 10% contribution.

### Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form



## APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to [recruitment@truroschool.com](mailto:recruitment@truroschool.com) or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used, and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self- disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

**We look forward to receiving your application.**

Truro School, Trennick Lane, Truro, TR1 1TH  
[www.truroschool.com](http://www.truroschool.com), [recruitment@truroschool.com](mailto:recruitment@truroschool.com)

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18