



# TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



## **Information for Candidates** **Club Support Administrator**

Commence August/September 2022

Full Time / 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 Business Director



Dear Candidate,

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

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 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 the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all 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 are able to provide for the children under our care.

We are an "excellent<sup>1</sup>" co-educational school that 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 see and hear from staff and pupils, and find a glimpse of who we are and where we work.

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

Kieran Topping

Business Director

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<sup>1</sup> As judged by ISI in 2017 at both our Senior and Prep Schools

# Job Description: Club Support Administrator

## ACCOUNTABLE TO:

Sports Centre Manager

## GRADE:

NT2 on the Non-Teaching Salary Scales

## CORE PURPOSE:

The Club Support Administrator will support the Sports Centre Manager in the effective operation of the sporting provision within Truro School and Truro School Enterprises with particular focus on the operation of sports bookings and administration.

## KEY TASKS AND RESPONSIBILITIES:

### 1. School and Community Use

- To promote and encourage the use of facilities and services ensuring the highest standards of customer relations are maintained.
- To work within the team ensuring that the programme of activities runs smoothly.
- To support the Sports Centre Manager in offering an innovative programme of activities throughout the year in order to maximise use and income.
- Operate the Management Software system ensuring the daily programmes of activities are followed.

### 2. Finance

- To work within the sports team in meeting both financial and performance targets as outlined in the Centre Business Plan and the Schools Sports Strategy.
- To undertake administrative and reception duties relating to programming, taking bookings and issuing tickets and receipts for cash handling and banking.
- In conjunction with the Sports Centre Manager the post holder will ensure that records of all routine financial aspects of the lettings and facilities usage are kept up-to-date and receipts processed in good time via Gladstone.
- In conjunction with the Sports Centre Manager to ensure that all external events and lettings are invoiced in a timely manner.
- Handle and reconcile daily all cash being processed through the sports facilities.
- Provide the Sports Centre Manager with information on costing and budgeting for major events.
- Assist with the administration and financial processing of Little Fishes swimming activities.
- Work with Finance Department to ensure correct credit control is adhered to.

### 3. Marketing

- Support the Sports Centre Manager to ensure information on the website is accurate and up-to-date.
- Maximise facility club bookings by working with the Sports Centre Manager to advertise all available sessions, and space within the sessions.

### 4. Swim School

- Assist the Swimming Pool Manager with welcome packs for new swimmer and rebooking of existing swimmers.
- Update the website timetables and availability on a regular basis.
- Work with the Sports Centre Manager to develop a web booking system to support the swimming lesson programme.

- Work with the Sports Centre Manager to promote swimming lessons to the community and maximise class capacity.

## 5. Other General Duties

- Be available to flex shifts to support the management team covering duty manager shifts.
- Respond to telephone and email requests for facility bookings.
- Assist with administration, planning and general preparation of major events.
- Work with the Events team and attend meetings regarding the sports facilities to ensure that the school calendar and hiring activities are co-ordinated and conflicts are identified and resolved as soon as possible.
- Liaise with regular hirers and ensure timely communication, passing on information to relevant members of the SBA team.
- To attend internal and external meetings as requested by the Sports Centre Manager.
- To attend training courses and complete Continuous Professional Development training as required.
- To carry out any other duties commensurate with your role, as requested by the Sports Centre Manager.

## PERSON SPECIFICATION:

### Essential

- Hold a national Pool Lifeguard qualification (training can be given)
- Demonstrable and successful work experience in a busy administrative role
- Evidence of excellent administrative skills / techniques
- Evidence of strong attention to detail and high standards
- Proven ability to plan and work under own initiative, while organising own time effectively
- A professional, calm, helpful and efficient manner
- Evidence of good verbal and written communication skills (including proficiency in spelling, punctuation, grammar and other English language skills)
- Proven ability to work to tight deadlines and changing priorities
- Evidence of good interpersonal skills and ability to foster effective working relationships
- Good working knowledge and experience of Microsoft Office software applications, particularly Excel spread-sheets, and Word
- Willingness and ability to be flexible and work outside normal hours on occasions
- Relevant sales and customer experience
- Experience of invoicing and financial procedures
- Proven ability to work to tight deadlines and changing priorities
- Sympathetic to the Methodist ethos of the School

### Desirable

- Pool plant qualified
- Experience of using databases will be useful
- Proven experience in administration within a private sector business
- A good understanding of key elements in event management
- First Aid at Work

*Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check. We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.*

## 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 universities.

Two thirds of GCSE and iGCSE grades in 2021 awarded were 9-7 (or A\*/A), with a 28% at grade 9.

In the same year, we were pleased to report 74% of A-Levels were graded A\*/A. Furthermore, 89% of all A-Level grades were graded at A\*-B, with a 100% pass rate.

Computer Science, Drama, English Literature, Further Maths, Geology, German, Music, and Religious Studies all received 100% A\*-A grades, with Economics, French, Geography and History, all gaining 100% A\*-B.

Further information can be found here: [www.truroschoo.com/senior-school/academic/results](http://www.truroschoo.com/senior-school/academic/results)

## 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.

Our aim is for every Truro School student to leave us with a breadth of knowledge, understanding and a desire to continue with their selected passion. We encourage students to try a variety of activities, to embrace challenge, success and failure in order to grow.

## Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportsman in the fields of windsurfing, fencing and sailing to name but a few. All abilities are catered for and every student is encouraged to participate in order to maintain 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. Music is evident in all year groups with over 60 concerts each year involving our ensembles, choirs and bands. Tuition is available for numerous instruments including cello, violin, flute, clarinet, saxophone, drums. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Major events each term include the annual Hall for Cornwall Concert, the Junior and Senior Charity Concerts, jazz band and Nine Lessons and Carols.

## Drama

Truro School is renowned for the quality of its drama productions which are held in our professional Burrell Theatre. The school runs a number of major productions throughout the year including the 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 south west 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
- Pension scheme
- Lunch provided
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea, coffee and use of espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

### Terms of Employment

This role is a permanent position working 37.5 hours per week, all year round. The hours are Monday to Friday, 07:00 – 15:00

### Salary

The salary for this role ranges between £19,500 - £22,000pa.

### Pension Scheme

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

### Employee Assistance Program/Employee Benefits Platform

Truro School utilises Care First as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

### 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.**

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