



TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates **Administrator to the Deputy Head &** **Academic Leadership Team**

Commence January 2023

Part-time / Permanent / Term Time Only (+4 weeks)

Truro School, Trennick Lane, Truro, TR1 1TH

www.truroschool.com, recruitment@truroschool.com

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

A welcome from the Head



Welcome to Truro School!

We are very proud of this community and believe it offers something exciting and empowering to the families and staff who join us.

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 "excellent¹" 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.truroschool.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 black ink that reads "Andy Johnson". The signature is written in a cursive, flowing style.

Andy Johnson (Head)

¹ As judged by ISI in 2017 at both our Senior and Prep Schools

The Role

Job Description: Administrator to the Deputy Head & Academic Leadership Team

RESPONSIBLE TO: Deputy Head (Academic)

Truro School is a highly successful academic institution with value added for outcomes at both Key stage 4 and 5 well above national average. This exciting role will be instrumental in supporting the Deputy Head (Academic) and wider Academic Leadership team in the planning, preparing and evaluating of the academic offering to ensure that school processes are run accurately and efficiently. The wider academic team includes the Assistant Head (Director of Studies) and Assistant Head (Teaching and learning).

The post holder will support the Deputy Head (Academic) in a range of administrative duties. The post holder will further support the Deputy Head (Academic) and the wider academic leadership team in all processes within the School's Self Evaluation and Appraisal cycle. This position requires someone who is professional, proactive, organised, has strong attention to detail, a good sense of humour and is driven to provide a high level of customer service.

PROFESSIONAL ATTRIBUTES

The following professional attributes are expected from all staff:

Courtesy, consistency, discretion, energy and stamina, resilience, enthusiasm, flexibility, initiative, sound judgment, patience, integrity and honesty, self-awareness.

KEY RESPONSIBILITIES

- Point of contact for parents, pupils and outside organisations, directing enquiries to the relevant staff member.
- Arranging appointments and meetings for the Academic team.
- Further support with diary and inbox management for the Deputy Head (Academic)
- Administering and managing academic databases (including options) and spreadsheets of monitoring systems such as completion of teacher appraisal paperwork, and other documents in the school evaluation cycle such as work scrutiny, exam analysis reports and pupil surveys.
- Administration and collation of departmental documentation such as Health and safety cycle documentation
- Liaise with parents and students as and when directed
- 'SchoolCloud' parent meeting software administration alongside Pastoral administrator and sixth form administrator including liaison with Heads of year and all aspects in the arrangement of parents' evenings.
- Attend Head of Department and Academic team meetings, take and distribute minutes.
- Support with communications to other stakeholders, as directed.
- Support in preparation for special school events such as academic enrichment days.
- Attend other School meetings, as required, with advance notice.
- Support the Deputy Head (Academic) in compiling and monitoring the academic budget

EXPERIENCE AND SKILLS:

Essential

- Excellent administrative and organisational skills
- A natural team player
- Evidence of strong attention to detail and high standards
- Evidence of good verbal and written communication skills
- Proven ability to work to tight deadlines and changing priorities
- Experience of working calmly under pressure
- Good working knowledge and experience of Microsoft Office software applications, in particular Excel spreadsheets and Word
- Sensitive to the Methodist ethos and traditions of the School

Desirable

- Experience of a busy environment / school
- Experience of Sims, although training will be provided
- General appreciation of developing every child's passions and talents
- Experience of working with young people

Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly.

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 universities.

57% of GCSE and iGCSE grades in 2022 awarded were 9-7 (or A*/A), with just under 18% at grade 9.

In the same year, we were pleased to report 63% of A-Levels were graded A*/A. Furthermore, 81% of all A-Level grades were graded at A*-B, with a 100% pass rate.

Further information can be found here: 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.

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 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 for more information about how to get here, where to stay and what's on.



Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschoo.com, recruitment@truroschoo.com

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

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.

- Salary based on the Truro School Salary Scales, determined by knowledge and experience
- Pension scheme
- 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 an 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 will be based at our Senior School site and will commence in January 2023, or earlier if possible. This position will be part-time, 35 hours per week, during term time, plus an additional 4 weeks (or 20 days) to be worked during school holidays.

Salary

The starting salary for this role is £16,043pa (£20,500 FTE), based on NT2 of the Truro School Salary Scales for 2022/23. The full time equivalent for this role is 0.7826.

Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. All staff have the option of joining the defined contribution L&G Pension Scheme for Truro School staff.

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

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.

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschool.com, recruitment@truroschool.com

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



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 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 forms 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 preparation and delivery of a lesson, 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, recruitment@truroschool.com

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