

St Breward Primary School

St Breward, Bodmin, Cornwall, PL30 4LX

Tel 01208 850547

Web www.stbrewardschool.co.uk

Joint role - School Secretary 30 hours per week F1-F6 and midday supervisor 2.5 hours per week B3
total of 32.5 hours per week

Start Date – As soon as possible

Contract – Permanent (following 6 months' probation)

Band F1-6 £22,737 - £25,980 per annum (pro rata)

Hrs per week -30

Monday – Friday each week 30 hours, term time + 1 week

Band B3 £22,368

Hrs per week- 2.5

Monday – Friday, term time only

Closing date – 24th November 2023

Interviews will be held the following week

St Breward Primary School, the school 'where every person matters' is looking to appoint a School Secretary to help with all aspects of the School Administration, and to help with lunch time supervision in the lunch hall and outside.

If you have excellent administration, organisational and time management skills this could be the role for you. You will be providing a range of administrative and general support to keep the school running as smoothly as possible. The role includes dealing with visitors and phone calls, updating pupil and staff records on the Management Information System, providing information to the Trust HR department, assisting in the recruitment process, supporting the Trust finance team, handling ordering, Nursery and Pupil Admissions, Nursery Finance and having good understanding of safeguarding procedures. It is a very diverse role and you must be a multi-tasker. Confidentiality is required at all times.

North Cornwall Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet Safer Recruitment requirements, including a satisfactory enhanced DBS check and references.

To apply please download the application form from our website <https://stbrewardschool.co.uk> /our school-school/MAT vacancies, complete the application form and return to head@st-breward.cornwall.sch.uk or post to The Headteacher, St Breward Primary School, St Breward, Bodmin, Cornwall, PL30 4LX

St Breward Primary School is part of North Cornwall Learning Trust:
a company limited by guarantee, an exempt charity
Registered in England & Wales Company No. 11482891
Registered office Woodwater House, Pynes Hill, Exeter EX2 5WR

St Breward Community Primary School
Headteacher: Helen Ward
St Breward, Bodmin, Cornwall, PL30 4LX
Tel: 01208 850547

Email: secretary@stbreward.cornwall.sch.uk
Web: www.stbrewardschool.co.uk

