

Richard Lander School Truro



Application Pack SLT Administrator

Cornwall Council Grade 2 (£25,772 to £30,881 FTE)

Permanent, following the completion of a 6-month probationary period

37 Hours per week

40.4 working weeks (term time plus INSET plus 1 week in school holiday period).

Start Date: ASAP

July 2025

Dear Candidate,

Re – SLT Administrator – 37 hours per week

Please find enclosed an application form and details for the above post at this school.

The Role:

The opportunity has arisen for the appointment of an SLT Administrator within Richard Lander School. To provide administrative and clerical support to the school's Pastoral Senior Leadership Team.

Our school is welcoming and supportive, with a strong value placed on 'being the best you can be' and staff and students on a mission to achieve great outcomes for all our students.

This position is 37 hours per week 40.4 working weeks including term time plus INSET and 1 week in the school holidays in July/August.

Please see our job description and person specification for more details of this exciting post.

The School:

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2023 and were graded as a Good school.

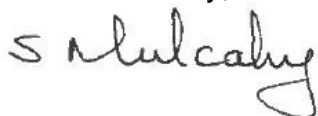
We hope after reading our details and person specification that you will want to join our team.

Completed forms should be submitted to vharrison@richardlander.cornwall.sch.uk by midday on Tuesday 23rd September, however the advert may end early if the right candidate is found. Shortlisted candidates will be notified on the interview date.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,



Mr Steve Mulcahy
Headteacher

Background for Prospective Candidates

Come and work for a great school in a great location.

Where are we?

Cornwall has far more than just beaches, surfing and world heritage countryside, we also have some of the best schools in the country with the space, facilities and drive to give the best possible education to the students we serve.

Truro is Cornwall's county town, it's only city and the most southern city in mainland Great Britain. Truro has a booming population thanks to its location in the heart of the county and is a centre for art, culture and entertainment.

The school is situated to the West of the city centre and serves the beautiful coastal communities of St. Agnes and Porthtowan as well as communities closer at hand.

The School

Richard Lander School is Truro's largest secondary school. Richard Lander is highly regarded in the area and oversubscribed in several year groups. We have 1500 students on roll. Mr Steve Mulcahy, has been our Headteacher since 2008. We were inspected by OFSTED in 2023 and were graded as a Good school.

We have an ARB for up to 20 students on site which is very much part of our school.

Our Ethos

At the heart of our work is a desire to see all our young people and staff develop their gifts and talents to their full potential. Some people call this ambition, we call it 'being the best you can be'. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

The Application

Please see the job description for more details of this exciting post.

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750.

Please send your completed forms to the school for the attention of Vicky Harrison, Personnel Officer vharrison@richardlander.cornwall.sch.uk by **midday on Tuesday 23rd September**. Shortlisted candidates will be notified of the Interview date. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

The Interview Process

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- In line with Keeping Children Safe in Education 2025, as part of the shortlisting process, the school may carry out an online search on shortlisted candidates.
- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

Prepared by

- Mr Steve Mulcahy, Headteacher
- Mrs Jenny Griffiths, Deputy Headteacher
- Mr Ryan Brokenshire – Deputy Headteacher

Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.
We expect all our team members to share this commitment.

JOB DESCRIPTION

Job Title:	SLT Administrator
Grade:	Grade 2
Hours:	37 hours per week (40.4 weeks' term time plus inset plus 1 week in holiday)
Responsible to:	Headteacher and Senior Leaders
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	None
Important Functional Relationships:	<u>Internal:</u> Headteacher, SLT, Teachers, TAs, Governors and students <u>External:</u> LEA Representatives, parents, visitors to the school.

Main Purpose of Job:

To provide administrative and clerical support to the school's Pastoral Senior Leadership Team.

Main Duties and Responsibilities

Duties and Responsibilities:

Reception

- To provide a professional and confidential administrative service for the Senior Leadership Team of Richard Lander School including word processing of correspondence, reports, publications and other documents as required
- To assist in the organisation and arrangements for meetings, including circulating agendas and minutes, organising venues/refreshments and contacting individuals with regard to arrangements for meetings
- To support the schools wider administrative filing, photocopying and dealing with incoming and outgoing mail
- During busy periods at the school this role may also support the main school reception area; answering telephone calls, answering queries or redirecting as necessary and greeting visitors to the school ensuring that correct safeguarding procedures are maintained.
- Receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required. Maintain a calm and professional manner when dealing with conflict and escalating to senior staff where appropriate.
- To attend admin team meetings, school management team meetings as requested.
- To be aware of and adhere to the school's child protection policy and procedures, and to report any concerns under such procedures which may be observed during the course of duty.
- To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

PERSON SPECIFICATION

Job Title: SLT Administrator

Department: School based

Person Specification prepared by: Mr Brokenshire – Deputy Headteacher

Date prepared: September 2025

Attributes	Essential	Desirable	How Identified
Relevant Experience	At least 2 years' experience of receptionist and clerical work in a school / college. Practical experience of telephone network systems, Microsoft Office programmes (Word, Excel & Powerpoint) other related computers systems including E-mail.	At least 3 years administrative work in a school environment.	Application form / interview
Education and Training	GCSE's or equivalent to include Maths & English at a C grade or above NVQ in business administration or equivalent experience	Admin or IT related qualifications at level 3 Typing and word processing certificates	Application form
Special Knowledge and Skills	Microsoft Office (Word, Excel & Powerpoint). Sound understanding of and commitment for the protection and safeguarding of children and young people. Excellent knowledge of GDPR Excellent communication skills. Good organisational skills. Good numeracy & literacy skills.	Typing skills.	Application form / interview Typing / word processing test
Any additional factors	Reliable. Discreet & confidential & sensitive. Friendly and professional approach. Able to work on own initiative and as part of a team. Comfortable with young people & children. Ability to remain calm in stressful situations.		Interview

Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

How to apply:	Complete the relevant applications form, equal opportunities form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted. Please complete an application form in full and return to: vharrison@richardlander.cornwall.sch.uk
Contact details:	Address: Mrs Vicky Harrison Personnel Officer, Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750
Closing date:	Midday on Tuesday 23rd September 2025. Shortlisted candidates will be notified on the interview date. Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.