



VACANCY DETAILS			
Post applied for:	School Administrative Manager & Health & Safety Lead	Closing date:	Tuesday 5 th November 11.59pm
School/ Department:	Cury School but travel across additional sites in Penzance may be required.	Interview date:	Week of 11/11/24
Hours	37.5 hours per week, 39 weeks per year (term time plus INSET days) plus an additional 12 days in the school holidays.	Salary details	£ 29,350 per annum FTE
Contract	Permanent	Starting Date	09/12/2024

37.5 hours per week (8:30-4:30 Monday to Friday). 39 weeks per year (term time plus INSET days) plus an additional 12 days to be worked in the school holidays.

About Cury School:

Cury School is a new primary school catering to students with Social, Emotional, and Mental Health (SEMH) needs. Cury school is situated in a beautiful and inspiring part of Cornwall and is a satellite provision of Nancealverne School in Penzance. We pride ourselves on providing tailored support and education to empower our students to thrive academically, socially and emotionally.

Main Purpose of Role:

- To support the Headteacher and Head of Provision in a professional administrative capacity and be responsible for the efficient administration duties of the admin team.
- Keep up to date staff and pupils records relating to attendance, contacts and medical needs.
- Following trust processes, manage all aspects of HR administration including recruitment, staff absence and personnel records.
- Manage safeguarding administration and be responsible for monitoring the Single Central Record (SCR)
- To ensure the school administrative processes are accurate, secure and GDPR compliant.
- To be responsible for Health & Safety administration across 3 school sites, liaising with and supporting the Premises Supervisor to ensure risk assessments, audits and compliance documentation is up to date and accurate.
- Oversight of Health & Safety compliance and liaison with Health & Safety teams in the event of investigations, remedial action and HSE reporting where required.

Skills and Experience:

- Good standard of experience working within a school or similar skills and experience working in an office environment.
- HR including recruitment, staff absence and personnel records.
- Experience of Arbor/Databases/Evri/Assessnet or similar
- A practical working knowledge of IT applications including Word, Excel and PowerPoint.

- Excellent customer service and communication skills.
- Strong organisational skills.
- Minute-taking skills.
- High level of accuracy and attention to detail.
- Full driving licence required as some travel between school sites may be necessary.

Application Process:

Application packs are available from the Nancealverne School Website (www.nancealverne.org.uk) and the Cury School website www.curyschool.org and should be returned to:

Jessica Jackson. Nancealverne School, Madron Road, Penzance, Cornwall TR20 8TP or via email to jjackson@nancealverne.org.uk Telephone: 01736 365039.

Cury School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS check and satisfactory references will be required for the successful candidate.

Following KCSIE, a basic online search will be conducted on all shortlisted candidates prior to interview.

Join us in making a real difference to the lives of children with SEMH needs. Become a part of our dedicated team at Cury School and help shape the future of our provision.

