



## Vacancy Information Pack

<b>School Name:</b>	Helston Community College
<b>Job Title:</b>	Lettings Officer

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## Helston Community College

<b>Job Title:</b>	Lettings Officer
<b>Pay Point / Pay Range:</b>	TPAT Point 4
<b>Full Time Equivalent Annual Salary:</b>	£22361 (if paid 37 hours over 52 weeks) pro rata
<b>Actual Annual Salary for this Role:</b>	Dependent on hours Role 1: £8,158 per annum Role 2: £7,554 per annum
<b>Contract Type:</b>	Permanent
<b>Hours Per Week / Weeks Per Year</b>	<b><u>This role is available as either one role or a job share</u></b>  <b><u>Role 1:</u></b> 13.5 hours per week / 52 weeks per annum 3 evenings per week: 5.00pm – 9.30pm  <b><u>Role 2:</u></b> 12.5 hours per week / 52 weeks per annum 2 evenings per week: 5.00pm - 9.30pm Saturday: 9.30am – 1.00pm  <b>*Core working hours [may vary subject to lettings demand]</b> <b>Sunday hours could also be available, if desired</b>
<b>Closing Date:</b>	Tuesday 30 <sup>th</sup> April 2024
<b>Proposed Shortlisting Date:</b>	TBC
<b>Proposed Interview Date:</b>	TBC

Helston Community College, part of Truro and Penwith Academy Trust, are looking to appoint a proactive person to join our site and premises team as soon as possible. The successful candidate will be responsible for carrying out the lettings: monitoring the premises, preparing for and dealing with the lettings and external users of the building during periods of hire, cleaning of areas used and security of the building.

Other key responsibilities will include the security of the site and you will be expected to secure and alarm the College after use.

**This role is available as either one role or a job share**

**Role 1:** 13.5 hours per week / 52 weeks per annum  
3 evenings per week: 5.00pm – 9.30pm

**Role 2:** 12.5 hours per week / 52 weeks per annum  
2 evenings per week: 5.00pm - 9.30pm  
Saturday: 9.30am – 1.00pm

**\*Core working hours [may vary subject to lettings demand]**

**Sunday hours could also be available, if desired**

We are looking for someone with a flexible, 'can-do' approach who possesses proven maintenance skills. The ability to deal with issues using own initiative whilst also working well as part of the site team is essential.

Previous experience of working in a school environment is desirable, but is not essential. Individuals should be able to demonstrate equivalent experience as detailed in the person specification.

To find out more about Helston Community College, please visit:	<a href="http://www.helston.cornwall.sch.uk">www.helston.cornwall.sch.uk</a>
To discuss this position please contact the Headteacher:	Email – <a href="mailto:alingard@helston.tpacademytrust.org">alingard@helston.tpacademytrust.org</a> Telephone – 01326 572685
Application packs can be downloaded from:	<a href="http://www.tpacademytrust.org/web/application_pack/604811">www.tpacademytrust.org/web/application_pack/604811</a>
Please email your completed application form and equality & diversity monitoring form by the closing date to:	<a href="mailto:aatkinson@helston.tpacademytrust.org">aatkinson@helston.tpacademytrust.org</a> Please indicate on the application form whether you would be interested in Role 1 or 2 or both.

Please note that successful candidates will be informed via email.

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.*

## School Information for Applicants

<b>School Address:</b>	Church Hill, Helston, TR13 8NR
<b>School Telephone Number:</b>	01326 572685
<b>School Email Address:</b>	enquiries@helston.tpacademytrust.org
<b>Name of Headteacher:</b>	Alex Lingard
<b>Website Address:</b>	www.helston.cornwall.sch.uk



## Welcome to Our School

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

Thank you for showing an interest in applying for this role at our College. I hope the information below will give you a clear insight into our College and the main aims and priorities we share for all our students and staff.

At Helston Community College, our students matter: each one an individual, valued and appreciated. We are ambitious for all of our students and are committed to providing a learning experience that consists of high challenge combined with appropriate support, and effective teaching in a safe and disciplined environment.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our wonderful College. Please contact Angela Atkinson, HR Manager on the telephone number provided if you would like to arrange to look around.

## General Background

Our College is a place where doors of opportunity are opened for young people, and we encourage them to make the most of every opportunity that comes their way. We provide a diverse curriculum, allowing students to develop knowledge, skills and talents in a broad range of subject areas. We challenge students' thinking and encourage them to learn from setbacks, so that they become resilient learners who can respond effectively to future challenges. We urge our students to believe in themselves, to take responsibility for their own learning and personal development, and to work hard so that they achieve their very best.

We believe that Helston Community College is a unique place and has something special to offer its students and staff. The relationships between staff and students were recently recognised by OFSTED as being 'very strong'; students say that they are very proud to study here and staff are overwhelmingly proud to work here.

We are one of a few schools in Cornwall to have a Sixth Form, with approximately 200 students enrolled on courses recruiting from the College's Year 11 and also from other secondary schools in the area. Our aim at Post 16 is to provide an excellent education and to develop the skills to allow students to make the transition from College to the next stage of their lives. We are proud of our College and students for good reasons.

Helston Community College joined Truro and Penwith Academy Trust in January 2023. TPAT is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall. The Academy Trust works with local schools to ensure that young people in Cornwall have access to the best possible learning experiences.

## Staff Organisation

Information on key members of staff can be found on the College website:  
[www.helston.cornwall.sch.uk](http://www.helston.cornwall.sch.uk)

## Our Curriculum

Our intent is to plan and teach an inspiring, coherent and memorable curriculum that inducts students into "powerful knowledge".

### Structure of the Curriculum

Years 7, 8 & 9 – Key Stage 3 (Key knowledge and skills are built up across a broad range of subjects, creating a foundation for future study).

Years 10 & 11 – Key Stage 4 (Examination courses begin, predominantly GCSE courses).

Yrs 12 & 13 – Post 16 (Focused study on a small number of examination subjects, A levels and Applied courses).

### **Key Stage 3 Statutory Curriculum**

All young people will study as part of the secondary curriculum:

Key Stage 3 core curriculum: English, Maths and Science.

Key Stage 3 foundation subjects: Art, Design & Technology, History, Geography, Modern Foreign Language, Computing, Music, PE, Citizenship.

Religious Education.

Relationship and Sex Education.

### **Key Stage 4 Statutory Curriculum**

All young people will study as part of the secondary curriculum:

Key Stage 4 core curriculum: English, Maths and Science.

Key Stage 4 foundation subjects: Computing, PE, Citizenship and Religious Education.

Relationship and Sex Education.

A course in at least one of the Arts; Design and Technology, Humanities; Modern Foreign

Languages and all four if they wish.

## **Safeguarding**

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations. This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

## **Application Information**

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name:

Angela Atkinson, HR Manager

Contact Email Address:

aatkinson@helston.tpacademytrust.org

Contact Telephone Number: 01326 572685

Please note that CVs will not be accepted.

Application packs can be downloaded from: [www.tpacademytrust.org/web/application\\_pack/604811](http://www.tpacademytrust.org/web/application_pack/604811)

Closing Date: Tuesday 30<sup>th</sup> April 2024

Completed applications must be returned to the email address above and be received by the closing date provided.

Interview Date(s): To be confirmed

To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.