



TRURO HIGH SCHOOL

Where Girls Thrive



INFORMATION FOR CANDIDATES

School Secretary / Receptionist

September 2025

Full Time – Term Time plus 3 weeks

WELCOME



Dear Candidate

Thank you for your interest in the role of School Secretary / Receptionist at Truro High School for Girls.

Established in 1880, Truro High has a long and proud tradition of offering a first-class education to girls in a setting where all are known and valued as individuals.

A winner of Small Independent School of the Year, and Finalist in Independent Girls' School of the Year, Truro High is a place where girls, aged 3-18, are given the support they need to thrive.

The school was founded by the future Archbishop Edward White Benson, then Bishop of Truro, to offer education for girls within a Church of England setting. The father of girls, Bishop Benson wanted to provide a school that would offer his daughters the same kind of opportunities and education that were available in the area to boys. To this day, the school continues to be regarded as a leading girls' school and, in 2024, earned World Class School status for High Performance Learning.

Set just 15 minutes from the beach in Cornwall, the school is a firm-believer in taking full advantage of the stunning local environment with sailing, surfing and climbing clubs among those making the most of the Cornish coastline.

Truro High has a distinctive ethos, informed by its Anglican foundation, with the aim to create a safe but stimulating environment which creates aspiration, values individuality and develops self-esteem. Our staff seek to nurture and equip young women to face the challenges of a future where a global perspective is needed, digital fluency is essential, and where adaptability, creativity, resilience and critical self-reflection are key.

Judged "Excellent in all areas" by ISI, the school offers a warm and welcoming community and we would encourage you to visit our website www.trurohigh.co.uk to find out more.

Best wishes

MRS SARAH MATTHEWS, HEADMISTRESS

JOB DESCRIPTION:

REPORTS TO: The Bursar

ROLE OVERVIEW:

- To provide a warm welcome to all visitors to the school
- To assist staff by providing administrative and secretarial support as required
- To manage the school switchboard
- To respond to all queries from staff, parents and visitors as necessary
- To be responsible for school registers on a day to day basis
- To co-ordinate the School minibus service
- To issue entry fobs and cards to students and staff

DUTIES & RESPONSIBILITIES:

- To receive all visitors into the school as necessary, issue visitor passes and escort around the campus as required in accordance with the school's safeguarding policy.
- To type general correspondence, school documents or promotional literature as necessary.
- To undertake photocopying and production of booklets and school documents as required.
- To manage the switchboard, directing calls to appropriate members of staff and responding to queries or voicemail messages in a timely and appropriate manner.
- To manage school registers on iSams; to check and record attendance and absences following registration, and to chase the whereabouts of missing girls to ensure all girls are accounted for.
- To manage minibus bookings.
- To sort and distribute incoming post and to frank all outgoing post.
- To update pupils' records on iSams with any relevant correspondence, e.g. scanned absence letters; scanned Blanket Permission forms.
- To provide first aid cover in the absence of the School Nurse.
- To assist pupils when required (e.g. locker access, lost property, sickbay).
- To accept and account for cash (e.g. play tickets, concerts, petty cash).

PERSON SPECIFICATION:

- Methodical and organised
- Excellent telephone manner
- Good IT skills, particularly Microsoft Word, Excel and Outlook
- Professional and welcoming nature
- Ability to remain calm under pressure
- Previous experience of working in a school is desirable but not essential
- Previous receptionist experience desirable

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

Applicants must be willing to undergo a child protection screening including checks with past employers and a Disclosure and Barring Service check.



ABOUT TRURO HIGH

Truro High School was founded in 1880 by the Bishop of Truro, Edward Benson. It was originally opened in Lemon Street with fifteen girls on the roll, ranging from ten to seventeen years old, including Bishop Benson's two daughters Nellie and Maggie. When numbers in the school increased to forty it moved into larger premises on Strangways Terrace, and finally moved to its present site in 1896.

At Truro High all girls are seen and supported to achieve their full potential and it is because of this that they thrive, not just in external examinations but in music, drama, engineering and the creative arts.

At Truro High School we are proud of our reputation as a leader in girls only education and our mission, vision and values are the beating heart of all that we do.



OUR MISSION

Providing an inspirational learning environment where all girls are nurtured to thrive.



OUR VISION

Where girls are known and valued as individuals in an inspiring and holistic educational environment, forged on the firm foundations of compassion and empathy. Girls are supported and challenged to embrace opportunity and strive for personal excellence in all that they do. We embolden girls to become independent thinkers and problem solvers, whose intellectual curiosity and academic determination drives them forward to bright futures as globally minded citizens.





OUR VALUES

CURIOSITY: Through dynamic teaching and positive mentoring girls develop a life-long love of learning, fueled by intellectual curiosity and driven by academic determination. Where girls find their voice as critical thinkers and develop academic passion that knows no limits.

CREATIVITY: Where creativity in all forms is celebrated and girls learn to cherish originality and innovation. Imaginations are nurtured and a sense of awe and wonder is never far away. Girls are unafraid of taking creative risks in their learning and have the confidence to tackle real world problems with fresh thinking.

COURAGE: Where a can-do attitude is fostered and girls embrace challenges in and outside of the classroom with determination. Where mistakes are nothing more than learning experiences on the journey to success and resilience is grown with every step along the way. Where girls are ambitious for the future; they find and raise their voices to advocate for justice for all.

COMPASSION: Where girls are interested and empathetic, showing genuine respect and care for others and the environment. They are keen to do all they can to make this a better world, both locally and globally. Girls are encouraged to be open-minded and develop integrity; having the strength of character to do what is right, rather than just what is easy. Serving with agape at the heart of what they do is relished and celebrated.

COMMUNITY: Where the tremendous power of teamwork and collaboration are valued, with girls encouraged to be outward-facing and recognise the positive benefits of local, national and global interconnection. The quality of relationships in our warm community is second to none and the encouragement and celebration of success is enjoyed by all. Where they are taught that their words and deeds should aim to ensure a secure future for all.

AMBITION: Where young people know that their teachers are their champions and they are empowered to become the best possible versions of themselves. Brimming with hope for the future, the girls leave ready to face whatever it may hold with a humble sense of confidence.



TERMS OF APPOINTMENT

If you are successful an offer will be made verbally and then followed up with an offer letter and, once pre-employment checks are complete, a contract of employment.

TERMS OF EMPLOYMENT

The post is full-time, term time plus 3 weeks working during the school holidays.

Hours of employment are 8.00am to 4.30pm, Monday to Friday with 30 minutes lunch break

SALARY

£21,500 per annum

PENSION SCHEME

Truro High complies with its legal obligations to provide access to a pension scheme. All staff have access to a defined contribution pension scheme via Aviva. Standard pension contributions are 5% employer and 5% employee.

NON-CONTRACTUAL BENEFITS

- Free Parking
- Discounted School Fees
- Access to on-site gym and pool at certain times
- Cycle to Work Salary Sacrifice Scheme

OTHER EMPLOYMENT CHECKS

An offer of employment will be conditional upon satisfactory receipt of the following:

- Proof of the right to work in the UK
- Enhanced Disclosure and Barring Check (DBS) and Barred List check
- Two satisfactory references
- Evidence of qualifications held
- Fit to work declaration
- Acceptable self-disclosure form, convictions & court orders
- TRA and S128 check (if applicable)
- Overseas criminal record check (if applicable)



APPLICATION PROCESS

Please complete and submit a formal application using the Truro High School application form. Through your application form or accompanying covering letter you should demonstrate your skills, experience and qualifications relevant to the role.

Your application should be emailed to recruitment@trurohigh.co.uk or posted to The Bursar, Truro High School, Falmouth Road, Truro, TR1 2HU.

We are unable to accept CV's.

All applicants will be contacted after shortlisting either to be invited to interview or to be notified that you have been unsuccessful on this occasion.

Those called for interview will be asked to provide evidence of the right to work in the UK and relevant qualification certificates.

The post 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. All shortlisted candidates must declare any relevant warnings, reprimands, cautions and / or convictions by completing a self-disclosure form ahead of interview. Any information given will be treated in the strictest confidence.

Should the interview panel wish to use additional selection process such as presentations or administrative tasks you will be notified of these in advance of the interview date.

Candidates who have a disability or require reasonable adjustments to be made to allow them to attend for interview should notify the recruitment team as soon as possible.

References will be sought prior to interview.