



Job Vacancy- School Secretary

Troon School

The Directors of The Rainbow Multi Academy Trust are looking to appoint a professional and friendly school secretary who is devoted to helping children and their families in all aspects of school life.

As the first point of contact, the successful candidate will be fully committed to providing a warm and friendly atmosphere for all visitors and have the ability to confidently provide administrative support to all members of the school community. Experience of working within a school office setting is desirable but not essential and the ability to work both as part of a team and individually is a necessity.

Troon School is part of The Rainbow Multi Academy Trust, working in partnership with Penponds School, St Ives Infant School, St Meriadoc Nursery and Infant Academy and St Meriadoc Junior Academy where we believe that together, we are building a brighter future for our children. We are looking for a new member of staff to embrace and support our schools in creating an environment where the children have the opportunity to be the best they can be.

Job Details:

Location	Troon School
Post	School Secretary
Grade/salary	E grade £9.81-£10.01 according to experience
Hours per week	36.25- 8.15am -4.00pm daily
Contract	Permanent variable
Application closing date	9am Friday 23 rd September 2022
Interview date	Friday 30 th September 2022
Other information	The contract is 40 weeks per year-term time, inset days and 5 additional days to be used across agreed school holidays. Proposed start date is as soon as possible

The Rainbow Multi Academy Trust is committed to the safeguarding of our students and the successful candidate will be subject to an enhanced Disclosure and Barring Service check.

Visits to our school are welcome by appointment. Please contact please contact Mrs Lucy Askew by telephone 01209 714289 or email laskew@rainbowacademy.org.uk

For an application pack, please visit [Vacancies | The Rainbow Multi Academy Trust \(secure-primariesite.net\)](#)
Completed applications can be returned to Mrs Samantha Hassett via email-
recruitment@rainbowacademy.org.uk