

<b>Job Title:</b> School Secretary	<b>FTE salary:</b> £23,555 <b>Actual annual salary (approx. gross):</b> £10,903
<b>School Base:</b> Coads Green Primary School	<b>Contract Type:</b> Permanent variable hours
<b>Start Date:</b> 1 <sup>st</sup> September 2025	<b>Hours (weekly):</b> 20 (over 5 days)
<b>Working weeks: 39 (term time plus INSET days)</b>	
<b>Interview Date:</b> Week beginning 7 <sup>th</sup> July	<b>Closing Date:</b> Midnight 30 <sup>th</sup> June

Please return completed applications and equal opportunities forms to [recruitment@andaras.org](mailto:recruitment@andaras.org)

An Daras Trust is an equal opportunities employer and is also fully committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers must share this commitment. As part of safeguarding requirements we conduct an online search of all shortlisted candidates. All offers of employment are subject to the satisfactory completion of safer recruitment checks and references including an enhanced DBS check. Right to Work in the UK and qualifications will also be checked. We welcome applicants from global majority heritage.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:  
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

An employee of An Daras Trust knows that by using their own knowledge and experience, it can **Ignite Curiosity and Grow Capabilities** in young individuals, which will impact lives and help create a positive future. Does this sound like you?

### Our Aim

An Daras Trust has the simple aim of ensuring our pupils receive the best educational experiences we can offer. Our intent is delivering an inclusive learning entitlement through a strong Trust wide wholistic curriculum model which focuses on enabling all pupils to achieve academic and emotional growth through the taught strategic themes of wisdom, knowledge, learning skills and personal capabilities.

### About the role

We're looking for a professional, organised, and friendly school secretary to support the smooth and efficient running of our busy Cornish primary school. This is a key front-office role, ideal for someone who enjoys variety, takes pride in attention to detail, and thrives in a people-focused environment.

You'll manage day-to-day communications, welcome visitors, handle calls and emails, and provide confidential administrative support to the Headteacher and wider school team. The role involves maintaining accurate pupil

records, supporting admissions and safeguarding processes, coordinating staff absence and pupil data, and keeping internal systems up to date. Your organisational skills will also come into play with diary management, event planning, and general office coordination.

Whether you're experienced in a school environment or bring transferable skills from another sector, if you're approachable, thrive in a busy, every changing environment and ready to be part of a warm and supportive team—we'd love to hear from you

**A full job description and application form can be found by visiting the vacancies page of our website**

<https://andaras.eschools.co.uk/web/vacancies>

## **Benefits**

What can An Daras Trust offer you?

- Contributory pension scheme with the Local Government Pension Scheme (LGPS)
- Five paid family friendly days for emergencies
- A connection with our 12 primary schools and our pre-school which creates developmental opportunities
- Access to free health & wellbeing services
- A developmental, fair and professional culture
- Dedicated, friendly, committed team members