



Vacancy Information Pack

School Name:	Cardinham School
Job Title:	School Secretary with Reception and Attendance Duties

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Application Form	www.tpacademytrust.org/web/application_pack/604811
Equality and Diversity Monitoring Form	www.tpacademytrust.org/web/application_pack/604811



Job Title:	School Secretary with Reception and Attendance Duties
Pay Point / Pay Range:	TPAT Point 8
Full Time Equivalent Annual Salary:	£25,273 pro rata (pay award pending)
Actual Annual Salary for this Role: Must be calculated please so that candidates can assess future income If you are not sure about this calculation, please seek advice from HR & Payroll	£14,311.84
Contract Type:	Permanent Variable Hours
Hours Per Week / Weeks Per Year	Hours – 25 hours per week (5 days a week) Working Pattern – 8:30am to 1:30pm Working Weeks – 38 working weeks Paid Weeks – 43.699 paid weeks
Closing Date:	12 midnight on Monday 2 nd December
Proposed Shortlisting Date:	Tuesday 3 rd December 2024
Proposed Interview Date:	Monday 9 th December 2024

We are looking for a personable and highly organised School Administrator to join our welcoming village school. The successful candidate will play a vital role in creating a positive and inviting atmosphere for all visitors, staff, and pupils, embodying the warm and nurturing ethos that defines our school community.

The ideal candidate will have exceptional time management skills, be able to juggle multiple priorities, and remain calm as plans change. Flexibility and adaptability are key, as no two days are the same in a dynamic school environment. We are looking for someone who is not only efficient and proactive but also approachable and friendly, ensuring that every interaction reflects the inclusive, supportive nature of our school.

This is a fantastic opportunity for a motivated individual who is keen to make a real impact at the heart of our school. If you have a passion for contributing to a positive learning environment, we would love to hear from you.

To find out more about Cardinham School, please visit:	Cardinham School - Home
To discuss this position please contact the Headteacher:	Email – djones@cardinham.tpacademytrust.org Telephone – 01208 821 326
Application packs can be downloaded from:	www.tpacademytrust.org/web/application_pack/604811
Please email your completed application form and equality & diversity monitoring form by the closing date to:	djones@cardinham.tpacademytrust.org

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	
School Address:	Cardinham School Cardinham Bodmin Cornwall PL30 4BN
School Telephone Number:	01208 821326
School Email Address:	cardinham@tpacademytrust.org
Name of Headteacher:	David Jones
Website Address:	Cardinham School - Home



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.

At Cardinham School we have the motto “Discover. Be Inspired. Succeed”.

Our curriculum is designed to inspire enthusiasm so pupils are motivated to acquire a range of knowledge and become the best they can be. Our approach enables our children to make meaningful links with their learning.

Cardinham is a rural school with excellent access to the countryside. We celebrate this uniqueness by ensuring children have regular opportunities to utilise the outdoors in their learning. We have a strong sense of community cohesion and celebrate this by enabling children to become involved in the community, through celebration of local traditions and enabling them to take an active part in events throughout the year.

Our school rules (be ready, be respectful, be safe) are positively reinforced and deeply embedded in everything we do which ensures pupils develop respect for themselves, others and the natural environment.

Our school values (determination, empathy, reflection, collaboration, curiosity and creativity) are lived and breathed and are revisited regularly throughout our week. In addition, pupils learn songs in assembly which teach the meaning of our school values.

At Cardinham School we broaden our pupils’ understanding of diversity by teaching about different cultures and communities. We teach pupils how to look after themselves physically, socially and emotionally and provide them with first hand learning experiences that allow children to develop interpersonal skills and build resilience.

Children leave Cardinham Primary School with a sense of belonging and are proud that they have developed the confidence and skills needed to be learners for life.

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 lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange a visit.

General Background

At Cardinham we work hard to give our pupils the best start in life. Learning at Cardinham is an adventure, we like to grow our minds and aim high. We maximise our unique environment and love taking the curriculum outside. We offer a committed and talented team of staff who are focussed on delivering an exciting curriculum through high quality teaching. We believe that an effective partnership between home and school is vital and communications between us should be open, honest and friendly in order that positive experiences may be gained and pupils will make excellent progress. We hope that you will take time to visit this site often in order to keep up to date.

Class Organisation

Cardinham School has 4 classes:

- EYFS (Nursery and Reception)
- Year 1 and 2
- Year 3 and 4
- Year 5 and 5

Between Reception and Year 6, there are currently 80 pupils on roll. In addition to this, we have 4 nursery children resulting in there being 84 children between the ages of 3 and 11 at Cardinham School.

Staff Organisation

- Headteacher: Mr Jones
- School Administrator: Mrs James
- Hedgehog Class (EYFS): Mrs Purser & Mrs Butler
- Squirrel Class (Year 1 & 2): Mrs Ashley (3 days), Mr Jones (2 days) & Mrs Tucker
- Fox Class (Year 3 & 4): Miss Mackenzie, Mrs Lyne & Mrs Smith
- Deer Class (Year 5 & 6): Miss Horsington, Miss Heartwood and Mrs Harding

For more details, please see our website:

[Meet the Staff – Cardinham School](#)

Our Curriculum

Our curriculum allows us to deliver the appropriate subject content through individual subjects and themes as we understand that not all subjects can be incorporated into a topic. Subjects have

been developed so that children build upon skills progressively, integrating with other subjects to secure strong, meaningful and purposeful learning. It is essential that knowledge is embedded and reflected throughout year groups. To ensure that learning in every subject is sequenced appropriately, progression documents for each subject have been developed. We hope that this will provide children with the opportunity to revisit vital skills and knowledge regularly and embed this learning; therefore, becoming experts.

We are proud to introduce our CASTLE Curriculum. In Cornish, Cardinham means 'fort' – the significance dating back to the 11th century when there was a castle in Cardinham. Our intent, is for our Castle Curriculum to develop 6 key areas:

- **Curiosity:** Each unit of work starts with an enquiry question to spark the curiosity of our pupils. Pupils have the opportunity to ask questions. We intend to create a sense of awe and wonder through engaging experiences.
- **Ambition/Aspiration:** Pupils from all backgrounds and academic abilities have the opportunity to reach their maximum potential by experiencing a wide range of diverse experiences.
- **Spoken Language:** Being articulate, engaging with others positively and to learn through spoken language is a key intent of our curriculum. We aim to develop the skills of oracy, along with vocabulary and grammar.
- **Tolerance:** Pupils develop an understanding and awareness of a wide range of cultures and protected characteristics. We celebrate the richness of diversity and pupils respect ideas, views and backgrounds that are different to theirs.
- **Locality:** We maximise the potential of our external environment and community. We want our children to have a sense of pride in their local area.
- **Empowerment:** All units have a purposeful outcome that make an impact positively on the themselves or the local/wider community. These projects emphasise the role that all children can have in shaping the community in which they live, making a contribution beyond the classroom.

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. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Section 4(2) of the Rehabilitation of Offenders Act does not apply to this application as the post involves substantial opportunity of access to children. This means that you may not withhold information about

previous convictions, cautions, reprimands bind-overs or warnings on the grounds that it is otherwise 'spent'. All criminal convictions must be declared. Failure to do so may result in your application being disqualified or, if discovered after appointment, may be regarded as grounds for dismissal.

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:	David Jones
Contact Email Address:	djones@cardinham.tpacademytrust.org
Contact Telephone Number:	01208 821 326

Please note that CVs will not be accepted.

Application packs can be downloaded from: www.tpacademytrust.org/web/application_pack/604811

Closing Date:	Midnight on Monday 2 nd December 2024
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Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

Interview Date(s):	Monday 9 th December 2024
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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.