



Pentreath
Mental Health Your Way

Pentreath Ltd
St Ender Barns, Glebe Farm
Narrow Lane, Summercourt
Newquay, Cornwall
TR8 5EE 01726 862727
Registered Charity 1004477

INVESTORS IN PEOPLE
We invest in wellbeing Gold

Applications are invited for

ADMINISTRATOR

Pentreath are seeking an experienced administrator with proven track record of using office systems and procedures effectively, who can demonstrate resilience and initiative, and has excellent communication and interpersonal skills.

1 x post - 37 hours per week / 5 weekdays

Would consider 30 hours / 4 weekdays to include a Friday

Based at Harrison House, Threemilestone, Truro

Fixed Term Contract until 31st March 2027

Salary £24,986.51 - £26,583.91 per annum (pro rata part time)

Essential experience required:

- Minimum of 2 years' experience in a fast-paced administrative role
- Adhering to deadlines in line with contract compliance and organisational requirements
- Prioritising tasks from multiple sources

DOWNLOAD THE JOB DESCRIPTION AND AN APPLICATION PACK FROM OUR WEBSITE

www.pentreath.co.uk/about-us/job-vacancies/

Alternatively, email jobs@pentreath.co.uk or call 01726 862727

Stewart Rickard is happy to discuss the vacancy; call Stewart on 07712 526 183

Closing date: 12.00 noon Wednesday 8th April 2026

Interview date: Friday 24th April 2026 at our Summercourt office



Successful applicants will be required to complete a Basic Disclosure and Barring Service (DBS) check

Pentreath is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.