

Freman

COLLEGE

"A mature and harmonious learning environment." Ofsted

SIXTH FORM ADMINISTRATOR REQUIRED

Part time: 32.5 hours/week, term time only + 7 days (8:30am – 3:30pm)

Actual salary: £19,932 – £20,880 (SCP 7 - 10) (FTE £26,290 – £27,541)

Closing date for applications: Monday 2nd December

As a Sixth Form Administrator at Freman College, you will be responsible for ensuring a productive and supportive atmosphere for our Upper Sixth students in their study time. Your role will involve providing administration support to the Director and Assistant Director of Sixth Form, supervising the Sixth Form study area, monitoring and supporting student achievement and offering careers support.

The Sixth Form at Freman College has an important place in our community due to our vertical tutor groups and strong House system.

Our Sixth Form has a diverse range of subjects and a strong commitment to student success with a focus on personalised support in order to foster an environment of academic excellence and personal growth supporting our students to move on to university, apprenticeships or employment.

This is a term time only contract plus 7 days. The 7 days would include INSET days and attending staff meetings outside of your usual working hours as required. You would need to be available for 2 days in August to coincide with A level results days.

Freman College is a successful, oversubscribed upper school with around 1000 students in years 9-13 (age 13-18) including around 250 in the Sixth Form.

For a detailed Job Description and to apply please complete the support staff application form which can be found at <https://www.freman.org.uk/the-college/people/job-vacancies> and accompany it with a covering letter detailing how your experience, skills and qualities equip you for the post. Applications can be posted to the college or emailed to admin@freman.org.uk.

If you would like to discuss the post or arrange a visit, please telephone to speak with the Business Manager, Sam Hebditch, on 01763 271818.

We reserve the right to close the post early for an exceptional candidate.

Freman College is an equal opportunities employer. The college has a commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake child protection screening including online searches, checks with past employers and an Enhanced Disclosure via the Disclosure and Barring Service.

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C O L L E G E

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EXAM INVIGILATORS REQUIRED

Casual contract

Hourly rate: National Living Wage

Closing date for applications: Monday 2nd December 2024

Freman College is looking to appoint Examination Invigilators. Examinations typically cover two sessions per day: 8am – 12:30pm and 12pm – 4pm, although actual times may vary. The role will start with general invigilation in the main exam room. Some candidates will be trained to assist students as readers or scribes.

Public examinations run from 5th May to 30th June 2025 so availability during this time is essential. However, there are also a number of public and internal examinations which run throughout the academic year for which we require invigilators.

Full training will be given and no experience is necessary.

If you would like to discuss the post or arrange a visit, please telephone to speak with the Exams Officer, Michelle Bristow, on 01763 271818.

Freman College is an equal opportunities employer. The college has a commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. The successful candidate will be required to undertake child protection screening including online searches, checks with past employers and an Enhanced Disclosure via the Disclosure and Barring Service.