

# Freman

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## C O L L E G E

*"A mature and harmonious learning environment."* Ofsted

### **ADMINISTRATOR REQUIRED**

**32.5 hours / week, term time only + 5 days**

**FTE salary: £21,475 – £21,852 (£16,136 actual) (SCP 3-4)**

**Closing date for applications: Monday 30<sup>th</sup> October 2023**

**IMMEDIATE START AVAILABLE**

Freman College is a successful, oversubscribed upper school with over 1,000 students in years 9-13 (age 13-18).

We are looking for an administrator to join our front office team. This role is the first point of contact for students in the office, making sure they sign in and out correctly and is a first point of contact for first aid. The successful candidate will have excellent IT skills (in particular MS Word and Excel) and be responsible for managing the reprographics requirements of the college. They need to have a kind and patient manner and enjoy the company of teenagers.

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](mailto:admin@freman.org.uk).

If you would like to discuss the post or arrange a visit, please contact Lindsey Ricketts, Assistant Office Manager, on 01763 271818 or via [admin@freman.org.uk](mailto:admin@freman.org.uk)

*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.*

# Freman

## COLLEGE

*"A mature and harmonious learning environment."* Ofsted

### **ADMINISTRATOR FOR PASTORAL TEAM REQUIRED**

**32.5 hours / week, term time only + 5 days**

**FTE salary: £22,238 - £22,631 (£16,710 actual) (SCP 5-6)**

**Closing date for applications: Monday 30<sup>th</sup> October 2023**

**IMMEDIATE START AVAILABLE**

Freman College is a successful, oversubscribed upper school with over 1,000 students in years 9-13 (age 13-18).

Our hardworking Pastoral Team consists of our four Heads of House and the Assistant Head Pastoral, all of whom teach as well as having pastoral roles. They are supported by a three-person non-teaching support team made up of a Senior Pastoral Support Worker, a Pastoral Support Worker and a Pastoral Administrator.

The Pastoral Administrator's role is to support the whole team by managing the pastoral diary, organising and minuting meetings and keeping records up to date. The successful candidate will have excellent IT skills (in particular MS Word and Excel). They need to have a kind and patient manner and enjoy the company of teenagers.

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](mailto:admin@freman.org.uk).

If you would like to discuss the post or arrange a visit, please email Fiona Norton via [admin@freman.org.uk](mailto:admin@freman.org.uk) or telephone on 01763 271818.

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