

Freman

C O L L E G E

"A mature and harmonious learning environment." Ofsted

ADMINISTRATOR FOR PASTORAL TEAM REQUIRED

32.5 hours / week, term time only + 5 days

FTE salary: £26,290 - £27,541 (£19,755 actual) (SCP 7-10)

Closing date for applications Friday 11th July

(interviews will be the following week)

Start 1st September 2025

The Pastoral Team at Freman College consists of our four Heads of House and the Pastoral and Wellbeing Assistant Heads, 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 primarily to provide admin support to the whole team with a particular focus on attendance issues. To be our successful candidate you will need to have excellent IT skills (in particular MS Word and Excel) and a confident and professional telephone manner. You will also work with students needing some support so having a kind and patient manner and enjoying the company of teenagers is important.

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 email Fiona Norton via admin@freman.org.uk or telephone 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.