

# 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: £25,525 - £25,914 (£19,180 actual) (SCP 3-4)**

**Closing date for applications: Friday 5<sup>th</sup> September 2025**

**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) on or after 1<sup>st</sup> September 2025

*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.*