

Freman

C O L L E G E

"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: £20,394

Closing date for applications: Friday 29th May

Interview: Thursday 4th June

Start date: Monday 6th July

As a Sixth Form Administrator at Freman College, you will be responsible for ensuring a productive and supportive atmosphere for our Sixth Form 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 through one-to-one mentoring 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 and/or GCSE results days.

Freman College is a successful, oversubscribed upper school with around 1000 students in years 9-13 (age 13-18) including around 270 in the Sixth Form.

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.

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 should be addressed to the Headteacher, Lisa Jones, and can be posted to the college or emailed to admin@freman.org.uk.

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.