

Freman

COLLEGE

RECEPTIONIST AND ADMINISTRATOR

Part time: 37 hours/week, term time only + 5 days

£21,832 p.a.

Start date: start of July (earlier if available)

Typical shift pattern: 8:15am – 4:15pm Monday to Thursday ; 8:15am – 3:45pm Friday.

This role is all about providing a professional, welcoming and efficient reception and admin service which is critical in supporting the day-to-day operation of the college.

You will be the first point of contact for visitors, parents / carers and students, whilst also supporting the work of the busy college office.

The college has two points of reception – visitor and student and this role covers both areas on rotation.

If you have a welcoming, approachable and professional manner; are reliable, punctual and well organised, and truly understand what it means to work as part of a team, then this could be the role for you.

Experience of working in a school environment is desirable, whereas a high level of discretion and respect for confidentiality is essential. Full training will be given.

In return, the college offers membership of the Local Government Pension Scheme, an exceptional EAP, Cycle to Work scheme and free use of the college fitness suite.

If you are interested in further details about this new role, please look at the recruitment section of our website for a job description and application forms. If you wish to discuss the post further before applying, please contact the Office Manager, Lindsey Ricketts via the college office 01763 271818

Application by letter and application form addressed to the Headteacher, Lisa Jones.

Closing date for this post is Monday 18th May 2026, 9:00am

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. 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.