

Administration Assistant

Grade 3 Points 5 – 7 £25,583 - £26,403 per annum, pro rata

Actual Salary - £21,906 – £22,608 per annum

35 hours per week

Term Time plus Inset days plus 2 additional weeks to be worked during school holidays.

8:00am – 3:30pm Monday to Friday

Permanent Contract – Start date: ASAP

We are seeking a highly organised and efficient Administration Assistant to join our Reception at Frome College. You will be the first point of contact for visitors, presenting a positive welcome to Frome College and providing general administrative support across the school. The successful candidate will be able to perform a varied and interesting range of administrative duties such as Reception, Data entry, and Reprographics.

To succeed the successful applicant will:

- Have excellent communication and interpersonal skills - confident to speak with visitors, staff, parents and students in a discreet, friendly and professional manner.
- Strong IT and administration Skills.
- Able to prioritise and work independently with effective time management.
- A great sense of humour and with a positive 'can do' attitude.

We offer the successful candidate:

- opportunity to be part of a strong community and supportive workforce
- a calm and welcoming environment which enjoys a large amount of green, open spaces
- supportive induction programme and CPD opportunities
- free parking
- onsite catering and nursery
- salary sacrifice schemes including Cycle to Work and an Employee Assistance Freephone Helpline

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1300 students. It is a fast-moving College within the Midsomer Norton Schools Partnership. We are based on a stunning campus in easy reach of Bath and Bristol. Frome itself is a thriving market town, with a vibrant artistic community with the renowned Frome Festival, monthly Sunday market and many restaurants and 2 theatres, one of which is on campus.

Closing date: Midnight – Thursday 12th February 2026

Interviews: Wednesday 25th February

Visits to school are welcome, please contact the recruitment dept to book an appointment

Tel: 01373 465353 or Email: recruitment@fromecollege.mnsp.org.uk

Please visit our website for details on how to apply: www.fromecollege.org/school/vacancies

This post requires a criminal background check via the Disclosure Procedure