

Careers Administrator

15 hours per week, Term Time plus Inset Days
Grade 3 points 5 – 7 £25,583 - £26,403 per annum, pro rata
Actual Salary - £8,910 - £9,196 per annum
Permanent - Start date: ASAP

An exciting opportunity has emerged for a **Careers Administrator** to join our Careers Co-ordinator, providing essential administrative support for the school's careers programme. The ideal candidate will assist in organising a full range of employability events and activities, including Work Experience and Career Talks. Additionally, this role will serve as the primary contact for students seeking career resources and guidance, which includes managing UCAS applications and facilitating access to university open days. Exact working hours to be agreed.

The successful candidate will:

- have excellent communication and interpersonal skills - confident speaking with students, staff, and external contacts
- be able to work independently, co-ordinating a wide variety of projects and activities, as well as working effectively as part of a school team
- 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 – Tuesday 9th June 2026

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