# Careers Administrator – Part Time

## Grade 14, Point 4-6

## £19,264 - £20,043 per annum, pro rata

## Actual Salary £6,658 - £6,928

We are looking for a part-time **Careers Administrator** to support the Careers Leader.

**This is an administrative role, working approx. 15 hours per week, Term-Time plus Inset Days.**

**Flexibility on the hours / days worked can be negotiated for the right candidate.**

The successful candidate will undertake a range of administrative tasks towards the delivery of the school's careers programme.

Tasks include organising careers guidance and mock interviews, apprenticeship days and other careers related events. You will also support the administration of UCAS applications and access to Uni open days.

**The postholder will have:**

- Excellent administration and organisational skills
- Strong interpersonal and communication skills to engage and build positive working relationships with students, colleagues, and external links
- Strong IT Skills with good working knowledge of Microsoft packages and databases
- Ability to work in a fast-moving environment

**We offer the successful candidate:**

- Excellent leadership support
- 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
- 'My Staff Shop' benefits – including Cycle to Work scheme
- discounted access to leisure centre including gym and pool (located next to the college)

Frome College is a successful, vibrant, and forward thinking 13-19 Upper School with approximately 1200 students. It is a fast-moving school undergoing exciting and rapid regeneration. 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: Monday 16th May 2022 8am**

**Please visit our website for details on how to apply:**

www.fromecollege.org/join-us/vacancies

**Applications should be completed in full and returned by email to:**

fccrecruitment@fromecollege.org

***This post requires a criminal background check via the Disclosure Procedure.***