

Personal Assistant to the Principal

Grade 4 Points 7 – 10 £25,584 - £26,835 per annum, pro rata

Actual Salary - £22,569 – £23,673 per annum

37 hours per week - 40 weeks per year

Term Time, Inset days and 5 days during the Summer Holidays

Permanent - Start date: ASAP

Frome College is pleased to announce an opportunity to join our team as Personal Assistant to the Principal. We are seeking a dynamic and dedicated individual to provide exemplary administrative support to our Principal and Senior Leadership team. In this pivotal role, you will perform a wide range of secretarial and administrative tasks to ensure the seamless operation of the Principal's office and daily activities. A flexible arrangement of 37 hours per week will be coordinated in consultation with the Principal to accommodate occasional late afternoon meetings and events. 40 weeks per year - Term Time, Inset days and 5 days during the Summer Holidays to fall in line with GCSE & A-level Result Days.

This is a rare and unique opportunity, to succeed the successful applicant will need:

- To be highly organised and able to work in a busy, fast paced environment
- Previous experience of working in a school is an advantage
- Have excellent communication and interpersonal skills
- Strong IT Skills
- Able to prioritise and work independently
- Confident to deal with staff, parents and students in a discreet, friendly and professional manner
- A great sense of humour and '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 – Wednesday 9th July 2025

Interview date: W/C 14th July 2025

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

Tel: 01373 465353 or Email: fccrecruitment@fromecollege.org.uk

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.uk

This post requires a criminal background check via the Disclosure Procedure