



Admin Department Information

The successful applicant will join the busy Admin department, which provides support to our school and college communities (students, colleagues and parents/carers). The Admin department is home to a close-working, dynamic team based in various locations across our large site including the Admin Office, School Reception and Newman College Reception. The successful applicant will engage in a variety of tasks, deal with many different people and potentially have to multi-task whilst managing changing priorities.

The Admin Dept works to ensure that all of our students and Newman families feel supported to have the best, most successful experience throughout their time with us. It's a great team and we look forward to discussing the opportunities to join us with you.