Freman
COLLEGE

"A mature and harmonious learning environment." Ofsted

ASSISTANT BUSINESS MANAGER and CLERK to TRUSTEES
37 hrs / week, full time
£36,323 p.a.
(H8)
Closing date: Monday 23rd November 2026, 9:00am.

Freman College is a successful, oversubscribed fully comprehensive upper school with academy status, with over 1,000 students in years 9-13 (age 13-18).

The Assistant Business Manager is a role designed to provide organised and clear management of the college's systems ensuring the smooth day-to-day running of the college and providing a high level of support to the Business Manager and all stakeholders, including acting as clerk to the Trustees.

We are looking to appoint someone with excellent written and spoken communication skills, a very good standard of education with the ability to problem solve, as well as high-level organisational skills. Your administration and IT skills should be excellent, as should your knowledge across Microsoft Office / 365.

The college currently uses SIMS as its MIS and IRIS financials V7 as its finance package.

Previous experience of working in a relevant educational setting is desirable.

Please refer to the job description on our website for further details. In addition to the duties specified there will be others that will be required, so having a proactive "can do" attitude and approach is essential.

To apply please complete the support staff application form which can be found at https://www.freman.org.uk/the-college/people/job-vacancies and accompany it with a covering letter, on no more than one side of A4, detailing how your experience, skills and qualities equip you for the post. CVs are not accepted.

Applications can be posted to the college or emailed to admin@freman.org.uk.

If you would like to discuss the post or arrange a visit, please telephone to speak with the Business Manager, Sam Hebditch on 01763 271818

Freman College is an equal opportunities employer. The college has a commitment to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and shortlisted candidates will be asked to share any relevant criminal history prior to interview. The successful candidate will be required to undertake child protection screening including online searches, checks with past employers and an Enhanced Disclosure via the Disclosure and Barring Service in line with Keeping Children Safe in Education.