Freman COLLEGE

Job Description and Person Specification

POST: **ASSISTANT BUSINESS MANAGER AND CLERK TO TRUSTEES**

SALARY: **H8**

HOURS: **FULL TIME**

RESPONSIBLE TO: **BUSINESS MANAGER**

Job Outline

Providing organised and clear management of the college's administrative, finance, payroll and procurement systems helping to ensure 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. Ensuring information held is up to date and accurate and operations comply with relevant legislation and regulations, always demonstrating high standards for customer service and attention to detail.

Job Description

Working directly with the Business Manager you will need to demonstrate a collaborative approach to working, with excellent communication skills; and develop an understanding of the business aspects of a school. Establishing excellent working relationships with the Head's PA, Office Manager and Finance & HR Manager will be essential. This role involves working evenings for clerking and other college events around 12 times per year.

Line management

- To line manage the Community Facilities Manager
- To line manage the Cleaning Supervisor

Overview of Duties

- To act as Clerk to the Trustees, including attending all meetings, managing policy updates, collating and sending out papers and keeping up to date with legislation, including the compliance of the college website
- Work with the site team regarding day-to-day site maintenance, including contracts and H&S
- Working with the Finance and HR Manager to ensure the payroll provider has all the documentation required in order to process the monthly payroll
- Ensure efficient and effective use of resources
- Plan, develop, organise and monitor systems and procedures
- Work with the Community Facilities Manager to oversee facilities hire and use of the premises by outside organisations
- Manage minibus use by the college and other local schools
- Working with the finance team in undertaking a general finance function including (but not limited to) raising purchase orders, inputting invoices, raising sales invoices, monthly journals, banking etc. using IRIS Financials
- Working with the finance team on the management of payment items on School Gateway

- Manage stocks of supplies and consumables
- Administrative organisation of college events
- Organise refreshments for staff and / or Trustees as required
- Manage financial elements of the Staff Fund
- To act as a First Aider

Other tasks as required

- Occasional cover of facilities hire supervision
- Being able to organise classroom cover and room changes, if required
- To invigilate exams
- To very occasionally cover the lessons and tutor time of absent staff
- To carry out tasks delegated by the Senior Leadership Team which are within your experience and ability

General responsibilities

- To build and maintain successful relationships with students, treating them consistently with respect and consideration.
- To encourage and model positive behaviour in line with the college's behaviour policy and demonstrate high expectations of work and behaviour.
- To work as part of a flexible and supportive team to further the ethos of the college
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- to contribute to and support the overall aims and ethos of the college.

Person Specification

- A very good standard of education
- Interest in learning new systems
- Proficient in all aspects of Microsoft Office / 365
- An ability to build good working relationships with both students and adults
- Excellent written and spoken communication skills
- Excellent administrative and ICT skills
- Ability to collate and manipulate data using Excel
- Ability to undertake research using the internet and other resources
- Ability to deal with day-to-day issues whilst working on longer term goals
- Ability to problem solve
- Good organisational skills
- Enjoy working with and have an interest in young people
- Ability to work with a minimum of supervision and within a team
- High level organisational skills
- Proactive "can do" attitude
- Experience of working in a relevant educational setting is desirable
- Willingness to undertake significant CPD relating to role

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

November 2026