

College Business Manager

Grade 7 point 43 – 44 £50,144 - £51,347

Permanent 1.0FTE Start date: ASAP

The College invites applications from highly motivated and organised individuals with energy and vision to join our excellent and dedicated team as our College Business Manager. We are looking for an experienced candidate who can provide strategic vision, leadership and drive clear policies and procedures in all aspects of college business administration; including Finance, HR, Estates Management, Safeguarding, Health & Safety and income generation.

Student progress is at the core of all we do and we are particularly looking for a candidate who can utilise Pupil Premium funding effectively and efficiently to ensure outstanding outcomes. Our college aims to put staff well-being and development at the heart of its work; we have very talented staff who we want to encourage to grow, develop and work collaboratively. Our successful candidate will be leading this work and expected to develop innovative ways to recruit new staff and support our current outstanding team. Frome College is based on a superb site and part of this role is to enhance college finance income generation for our local community benefit. The successful candidate will be able to demonstrate high impact in leading and managing school business, financial, premises, HR, administrative and IT provision and as well as being solution-focused, they will be emotionally intelligent with excellent organisational, communication and IT skills.

Candidates will need to demonstrate that they:

- Excel in financial management and be a confident leader and effective team player
- Have highly effective interpersonal and team skills
- Have significant relevant experience
- Hold a professional accountancy qualification or be working towards one (desirable)
- Be an innovative and strategic thinker with vision and ideas
- Have excellent communication and presentation skills

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.
- '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: Friday 24th March 2023 8am

School Tours available to interested applicants on Friday 10th March 2023, Tuesday 14th March 2023 and Wednesday 22nd March 2023 please contact the HR department to book an appointment.

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

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