**College Manager**

**PAY: £35k, pro rata**

**WORKING HOURS: 5 days a week (total of 25 hours)**

**Purpose of the Job**

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| Responsible for managing the day-to-day office and financial operations of Clay College Stoke and overseeing the management of the Clay College Gallery. To support the smooth delivery of all the courses, classes and events at Clay College, by completing the necessary planning, monitoring and administration.  The post holder will be required to organise office operations and procedures; respond to all correspondence; design filing and student monitoring systems; monitor all expenditure; respond to all correspondence; ensure all student monitoring and administration is completed; and oversee the successful management of the Clay College Gallery.  Clay College’s current activity include:   * two-year full-time ceramics course * Masterclasses * Evening classes * Easter and summer courses * Gallery and exhibitions * Lectures and events |

**Context**

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| * Reporting to: the Chair of Trustees of Adopt a Potter Ltd Charitable Trust * Responsible for: 4 permanent members of staff: Course Director (p/t), Tutor (p/t), Technical Tutor (p/t) Gallery Assistant (p/t), and visiting teachers on temporary contracts and volunteers * Focus: the supervision of the administration and financial reporting * Key Relationships: Chair of Trustees, Trustees of Adopt a Potter Ltd, students studying at Clay College, staff at Clay College, suppliers, Middleport Pottery, UKHBPT  Chair of the Trustees of Adopt a Potter Ltd |  **College Manager**  | | | |  Course Tutor Technical Gallery  Director Tutor Assistant |

**Need to do**

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| * Ensure that financial records are accurate and that financial procedures are maintained: monitoring all income and expenditure accounts, ensuring that reports are prepared accurately and in a timely fashion * Recruit, train and develop staff through regular meetings, performance reviews and training, to provide a motivated and competent team * Organise and manage the contracted teachers, selected by the Trustees and the Course Director for the Diploma Course, masterclasses, evening and weekend classes * Organise any volunteers that are connected to Clay College events * Ensure compliance with employment, charity and company law * Ensure appropriate health and safety policies are in place and actioned * Oversee the daily management of the Clay College Gallery * Develop and maintain the content of the Clay College Stoke website * Manage the marketing and publicity of the College through social media, including the maintenance of the College’s website and Facebook, Twitter and Instagram accounts * Co-ordinate the accurate and expedient administration of all student applications * Support the Trustees and Course Director in the selection of new students. * Administer admissions, including issuing offer letters, processing admissions and the timely collection of fees. * Responsible for the maintenance of the student monitoring and filing system, including any student information requests * Liaise between the Trustees and the College, providing clear and comprehensive monthly reports detailing all college activities and progress on projects and strategies, attending Trustee Meetings as required. Report any issues or concerns which may adversely affect the work of the college to the Trustees. * Identify suitable fundraising opportunities, prepare funding applications and reports, and develop fundraising ideas and events.   The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required by the Trustees of Adopt a Potter. |

**Need to know**

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| **Skills/Knowledge:**   * An understanding of preparing, reviewing and presenting budgets, management and financial accounts and other financial information * Experience of recruiting staff and monitoring their performance * Understanding of employment and health and safety law * Commitment to, and understanding of, equality and diversity * Designing and maintaining administration systems required for the smooth running of a small organisation * Excellent computer skills, including social media tools * Experience of providing a student or customer-focused or membership-focused service * Understanding of marketing, including social media platforms * Budget management   **Experience:**  At least 5 years of office management experience, including staff management and financial management |

**Need to be**

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| * Independent decision maker (essential) * Able to work as part of a team (essential) * Organised (essential) * Able to work flexibly (essential) * Needs to be approachable by students and staff (essential) * Have a can-do attitude (essential) * Have an attitude that encourages and assists students learning (essential) * Self-motivated and problem-solving nature (essential) * Motivated by creating and maintaining office systems that support the successful running of Clay College Stoke |