

JOB DESCRIPTION

<u>Post Title:</u>	Office Manager
<u>Salary:</u>	Points 15-17 on the Sixth Form College's Support Staff Scale. Currently £25,894 to £27,569.
<u>Purpose:</u>	<p>Leading a team of administrative staff, to provide support in office based and college wide tasks.</p> <p>To provide a general administrative service for the college administrative function and marketing department.</p> <p>To provide advice and guidance on administrative procedures and help with resolving less-routine queries.</p>
<u>Responsible to:</u>	The Principal through the Assistant Principal, the Director of College and Administration Services and the Administrative Services Manager.
<u>Liaising with:</u>	Relevant staff with cross college responsibilities, eg. Senior Management team, College Management team, teachers within the department and faculty, Personal Tutors and support staff.

Main Duties and Responsibilities

Management of Administration Officers

- To have managerial responsibility for the Admin Officers, Admin Assistant and Receptionist.
- To assist the Administrative Services Manager with the induction and development of new and existing team members.
- To ensure all work coming through the office is delegated as appropriate and completed within deadlines.
- To provide advice, support and guidance, as a senior member of the team, to other members of the office team where appropriate.
- To assist the Administrative Services Manager in promoting a team approach and a professional ethos.
- To assist the Administrative Services Manager in his/her work and deputising for him/her as required.
- To assist the Administrative Services Manager with ensuring office KPIs are met through the monitoring of the college service desk system.
- General Administration
- To provide a range of administrative functions including: answering and distribution of telephone calls, assisting and producing, where applicable, mail merge letters, PowerPoint presentations and spreadsheet tasks.
- To be conversant with the college database and to operate this when required.
- To further develop an efficient administrative support system, realising and deploying the potential of IT and other technologies in the administration of the College.
- To assist with evening/weekend activities and functions and other events as required.

- To work flexibly to provide cover for and/or work in collaboration with colleagues in the college office.
- To carry out such other duties as may reasonably be allocated by the Principal or her designate, or the Administrative Services Manager to enhance the work of the college.

Staffing

Staff Development

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To carry out duties with due regard to the college's policies on equal opportunities, health and safety and quality assurance.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteer to share this commitment.

This job description will be kept under review and may be amended from time to time, following consultation with the postholder, to reflect changing organisational needs.

PERSON SPECIFICATION: OFFICE MANAGER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Significant previous experience in an administrative role	✓		Application, Interview
Previous administrative experience in an educational environment		✓	Application, Interview
Experience of providing induction and basic training to others		✓	Application, Interview
Skills and Knowledge			
IT literate with a sound knowledge of MS Word, Excel and Outlook	✓		Application, Interview, Test
Excellent organisational and administrative skills	✓		Application, Interview, Test
Good working knowledge of UnitE, and Columbus		✓	Application, Interview
Knowledge of Loreto College policies, procedures and systems		✓	Application, Interview
Ability to prioritise and multitask	✓		Interview
Ability to manage own workload	✓		Interview
Ability to meet deadlines	✓		Interview
The ability to maintain quality and organisational procedures for the efficient running of the College office	✓		Interview
The ability to recognise and appreciate the confidential nature of some work undertaken	✓		Interview
Willingness to carryout training of other admin staff	✓		Interview
Excellent attention to detail	✓		Interview
Ability to empathise with 16-19 year olds within a college situation	✓		Interview
A clear understanding of developments in post-16 education	✓		Application, Interview
High level of literacy/communication skills	✓		Application, Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Qualifications			
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	✓		Application, Interview
A relevant administrative qualification or evidence of formal training.		✓	Application, Interview
Attitude and Impact			
Positive and Enthusiastic	✓		Interview
Able to motivate others within the team to achieve set objectives	✓		
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances	✓		Interview
Smart in appearance and manner	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Committed to Equality and Diversity	✓		
Personal			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i>			
<i>* this will follow an initial offer of employment</i>			

SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

Office Manager

This is a full-time position working 37 hours per week. **You will however, on occasions, be required to work outside these hours to meet the requirements of the college.**

This is a full-time post but applications from individuals seeking job-share working arrangements are welcome. Please confirm on your application form if you wish to apply on a job-share basis, indicating your preferred days of work.

Start Date	Spring Term 2022
Closing date	Closing date for receipt of applications <u>10.00am on Monday 7th February 2022.</u> We will not be able to accept applications after this date, except in exceptional circumstances.
Salary	Salary will be points 15-17 on the Sixth Form College's Support Staff Scale, currently £25,638 to £27,296.
Interview date	Candidates will be contacted by telephone/email regarding the interview date/time. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
DBS Clearance and safeguarding checks	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>