

<b>Post Title</b>	Office Manager
<b>Purpose</b>	To provide an efficient and effective service as part of the college's outstanding Administrative Department. Working alongside the Administrative Services Manager, the role will have direct line management responsibility for a number of administrative staff and be responsible for the day to day running of the department. The college is looking for an experienced people manager who will use their skills and knowledge to lead a thriving office environment.
<b>Responsible to</b>	The Principal through the Assistant Principal; Planning & Resources, the Director of College Services and the Administrative Services Manager.
<b>Liaising with</b>	Heads of Enabling Departments, Senior Management and College Management teams as well as departmental teaching and support staff.
<b>Remuneration &amp; Hours</b>	NJC Support Staff Payment: Pay Points 16 – 18 (£30,288 - £32,259) This is a full time, permanent position.
<b>Context</b>	
Loreto Sixth Form College is one of the largest provider of A Levels in the country, and was graded as Outstanding by OFSTED in January 2023. The college is looking to appoint an experienced people manager, with demonstrable experience in managing staff members with a variety of different responsibilities. The Administration Department, comprising of Administration and Reprographics is led by the Administrative Services Manager; the Office Manager will take a leading role in managing the day to day functions of the Administration Department.	

<b>Main Duties and Responsibilities</b>	
<b>Management of Administrative Officers</b>	
<ul style="list-style-type: none"> <li>• Direct line management responsibility for administrative officers including monitoring of workload management and staff development</li> <li>• To provide advice, support and guidance, as a senior member of the team, to other members of the office team.</li> <li>• The post holder will take the lead on the induction, training and development of new and existing staff members and assist the Administrative Services Manager in their duties.</li> </ul>	
<b>Office Management</b>	
<ul style="list-style-type: none"> <li>• To ensure all work coming through the office is delegated as appropriate and completed within deadlines.</li> <li>• To promote a team approach and a professional ethos.</li> <li>• 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.</li> <li>• To further develop an efficient administrative support system, realising and deploying the potential of IT and other technologies in the administration of the College.</li> <li>• To work flexibly to provide cover for and/or work in collaboration with colleagues in the college office.</li> <li>• To effectively monitor department KPIs through the college service desk system.</li> <li>• To assist the Administrative Services Manager in their work and deputising for them as required.</li> <li>• To carry out such other duties as may reasonably be allocated by the Principal or his designate, or the Administrative Services Manager to enhance the work of the college.</li> <li>• To lead on cross college events and initiatives; including evening and weekend activities as required.</li> <li>• To ensure appropriate staffing levels and foster an environment of cross collaboration amongst the administrative services team.</li> </ul>	
<b>General</b>	
<ul style="list-style-type: none"> <li>• To be aware of and comply with all College policies and procedures.</li> <li>• To be aware of equal opportunities and to demonstrate these principles in all aspects of work.</li> </ul>	

<ul style="list-style-type: none"> <li>To understand the College's Safeguarding and Health and Safety policies and to work within its guidelines.</li> </ul>
<b>Staffing</b>
<ul style="list-style-type: none"> <li>To undertake staff development.</li> <li>To take part in the College's Appraisal process.</li> <li>To ensure that appropriate arrangements for cover are made when absent.</li> <li>To work as part of a team and to ensure effective working relations.</li> </ul>
<b>Quality Assurance</b>
<ul style="list-style-type: none"> <li>To ensure the effective operation of quality assurance systems.</li> <li>To contribute to the process of the setting of targets within the department and to work towards their achievement.</li> </ul>
<b>Communications</b>
<ul style="list-style-type: none"> <li>To ensure effective communication with members of staff, managers and the senior leadership team.</li> <li>To liaise with relevant external bodies as appropriate.</li> </ul>
<b>Marketing and Liaison</b>
<ul style="list-style-type: none"> <li>To contribute to the College liaison and marketing activities.</li> <li>To link with external agencies as appropriate.</li> </ul>
<b>Management of Resources</b>
<ul style="list-style-type: none"> <li>To contribute to the maintenance of an attractive working environment.</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>To support the aims and objectives of the College.</li> <li>To attend meetings as appropriate.</li> <li>To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.</li> <li>To take all reasonable steps to ensure the security of any personal data relating to College employees or students, (either future, current or past) to which you have access, in line with the requirements of the College's Data Protection Policy and the General Data Protection Regulation (GDPR).</li> <li>This Job Description is subject to periodic review and amendment.</li> </ul>

## Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Assessment Method
<b>Experience</b>			
Significant previous experience in an administrative role	x		Application, Interview
Previous administrative experience of working within an educational environment		x	Application, Interview
Experience of providing induction and basic training to others	x	x	Application, Interview
Previous experience of providing a high quality administrative function.	x		Application, Interview
Previous experience of managing team members in a busy and diverse department	x		
<b>Skills and Knowledge</b>			
Conversant in all Microsoft Office applications, with high demonstrable high skills in Word and PowerPoint.	x		Interview, Test
Ability to organise and manage own workload to meet completing deadlines		x	Application, Interview
Excellent written and oral communication skills	x		Application, Interview
Ability to prioritise and multitask, using own initiative to overcome challenges.		x	Application, Interview
Excellent written and verbal communication skills	x		Application, Interview

The ability to maintain quality and organisational procedures	x		Interview
Excellent attention to detail	x		Application, Interview, Test
Demonstrable skills in managing training and induction of staff	x		Application, Interview
Ability to empathise with 16-19 year olds within a college situation	x		Interview
Evidence of commitment to Continuous Professional Development	x		Application, Interview
<b>Qualifications</b>			
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	x		Application, Interview
A relevant administrative qualification or evidence of formal training.		x	Application, Interview
<b>Attitude and Impact</b>			
Positive and Enthusiastic	x		Interview
Able to motivate others within the team to achieve set objectives	x		Interview
Flexibility and a readiness to undertake a wide range of tasks	x		Interview
Smart in appearance and manner	x		Interview
Ability to work outside of normal office hours on occasions	x		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	x		Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes in circumstances	x		Interview
Committed to Equality and Diversity	x		Interview
<b>Personal</b>			
Enhanced DBS Clearance*	x		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	x		Interview
<i>*this will follow an initial offer of employment</i>			