**JOB DESCRIPTION**

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| **POST TITLE:** | **Office Manager and PA to the Principal** |
| **RESPONSIBLE TO:** | **Principal** |
| **GRADE:** | **SCP 20 to 24 : £36,283 – 40,462 per annum** |
| **WORKING WEEKS:** | **Full Time, All Year Round** |
| **PURPOSE OF POST:** | You will play an important role in the effective operation of the College by undertaking management responsibility in the combined Curriculum Resources and General Administration areas of the College and by supporting the work of the Principal as their Personal Assistant. Curriculum and Administrative Support is a key area of the College which provides a wide range of curriculum, resources, student and business management support for a number of cross-college functions. All areas of the work will require the postholder to have a high level of organisational and IT skill, and the ability to manage, communicate and work productively with your team members, other colleagues, students, parents/carers, external agencies and members of the public. |

***Office Manager***

* managing and overseeing the curriculum resources and general office functions of the College
* providing effective team leadership and overseeing the work of other members of the curriculum and administrative support team, including reception duties, in accordance with specific College needs and requirements
* working closely with the Liaison, Recruitment and Marketing team and other colleagues in order to contribute effectively to the student admissions and enrolment processes, in particular supporting liaison and administration arrangements and providing MIS database support
* contributing to the promotion of the College by working alongside colleagues to create material for social media platforms, the website and external publications
* maintaining and updating the College website
* working with colleagues to ensure the timely production of publicity and display materials for external and internal events
* overseeing the design and reproduction of a wide variety of teaching and learning materials for individual departments and cross-college functions
* managing the use of resources in a financially efficient way
* managing and maintaining appropriate processes and systems of all records held by the College in accordance with the Data Retention policy
* overseeing and co-ordinating whole college communication with students, parents/carers and external stakeholders
* ensuring all educational visit procedures are fully adhered to through effective liaison with trip leaders and other colleagues. Regularly review and update systems and processes, ensuring they are fully compliant and efficient.
* managing the College’s system for external lettings
* overseeing the College’s checking processes for visiting speakers and working with the HR team as required
* contributing towards the preparation of reports for meetings and to external agencies requiring details of College activities
* taking and distributing minutes of briefings and meetings as required
* contributing to the setting up of events at College, working with the Estates team and other colleagues
* overseeing room bookings and refreshments required for meetings and College events
* ensuring sufficient suitably trained First Aiders and Mental Health First Aiders are available in College and for trips, visits and events as required and that incidents are logged as appropriate
* participating in whole college events on occasions, including Open Events
* assisting the Estates Team with emergency evacuation procedures
* Line management responsibilities members of the team, including training and appraisal
* assisting in the processes of recruitment, selection and induction of new colleagues to the department

***PA to the Principal***

* reviewing, developing and implementing administrative procedures, systems and projects in relation to the work of the Principal
* using judgement and discretion in dealing with confidential personnel and College information and on matters of sensitivity to the College
* liaising with the Principal on a daily basis, ensuring that they are kept informed of matters requiring their personal attention
* ensuring that the Principal is fully prepared and briefed for all meetings, internal and external to the College, and for other similar engagements
* implementing arrangements to support the daily professional activities of the Principal, including travel arrangements
* being the first point of contact for the Principal and acting as an ambassador on their behalf
* assessing and determining priorities and actions on behalf of the Principal in their absence, ensuring that problems and issues are referred to other Senior Leaders or resolved in a timely and effective manner
* creating and maintaining effective working relationships at all levels within the organisation and with external organisations
* responding effectively to enquiries
* supporting the work of the Principal and other senior leaders by assisting with the production of self-assessment and quality improvement documentation

***General***

All staff have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students’ welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder’s duties must at all times be carried out in compliance with the College’s Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust’s and College’s responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust’s vision and values and to demonstrate these values through their behaviour.

***This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.***

**Person Specification**

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| The successful candidate will be expected to have the following qualities: | **Essential /Desirable** |
| **QUALIFICATIONS**   * A level or equivalent level 3 qualifications * GCSE A\*-C (or equivalent) including English and Maths * Qualified to degree level or equivalent in administration, finance or a business-related field | E  E  D |
| **EXPERIENCE**   * A minimum of two years recent experience of working in a customer facing office role * Previous experience of managing staff * Previous experience in working with young people * Good IT skills including use and administration of Microsoft packages and Excel * Developing, managing and operating administrative and organisational systems * Recent experience of administrative work in an educational establishment * Experience of being a Personal Assistant | D  E  D  E  E  D  D |
| **SKILLS & APTITUDES**   * Excellent organisational/administrative skills * Excellent communication/interpersonal skills * A good degree of attention to detail and accuracy * Awareness of safeguarding in education * Awareness of Health and Safety issues in relation to the role * First Aid training * Ability to work on own initiative and also effectively as part of a team to achieve common goals | E  E  E  D  E  E  E |
| **PERSONAL QUALITIES**   * Ability to communicate effectively and appropriately with all College stakeholders including students, parents/carers, colleagues and governors * Ability to work under pressure and prioritise effectively * Embraces change well * Positive attitude * Sense of humour | E  E  E  E  E |

**Salary and Conditions of Service**

Full Time, All Year, Permanent post.

Salary Pt 20-24: £36,283 - £40,462

Thank you for your interest in the post of Office Manager. The normal working week is 37 hours, working 8.30am – 5.00pm Monday to Thursday and 8.30am – 4.30pm Fridays, but the nature of the post may require duties outside the normal working hours from time to time. Holidays are 26 days plus bank holidays, to be taken during the College holiday periods.

Applications are made via our careers portal but if you wish to speak to anyone about this post and the application process, please contact hr@qeliz.ac.uk.