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| KCC NEW LOGO | **Kingsthorpe College**  Office Manager |  |

Job Description

**Hours/weeks:** 37 hours per week/52 weeks

**Reporting to:** Director of Operations

**Purpose of the role:**

* To support the Director of Operations in the day to day running of the College
* To led on Site Services and Health & Safety across the College
* To provide back up and support to key areas such as HR and Finance at critical points throughout the year
* To provide professional leadership and management of support staff to enhance their performance

**Duties and Responsibilities**

Facilities Management & Health & Safety

* Ensure the safe maintenance and operation of the College site liaising with the external PFI provider to ensure the continued availability of utilities and site services
* Ensure ancillary services such as catering, and cleaning are monitored and managed effectively
* Oversee the insurance procurement process
* Project manage facilities development projects
* Oversee the school/trusts health and safety function to include managing policies, risk assessments and department audits.

Financial Resource & HR Management

To provide back up to key areas such as HR and Finance at critical points throughout the year in such functions as;

* Order processing and raising invoices
* Tracking contracts and contact suppliers
* Recruitment and selection including preparing and placing advertisements
* Assist in the process of carrying out pre-employment checks including medical, references and DBS checks etc.
* Assist in the preparation and issuing of Contracts of Employment
* Assisting in induction of new staff
* Any other duties as they arise

Administration Management

* Manage the Administration Team and Reprographics
* Establish and use effective administrative systems
* Support senior management with work force planning and organisational design
* Prepare and monitor statistics on HR matter such as absence management, staff satisfaction

GDPR

Act as the Data Protection Lead for the academy

* Undertake the annual internal audit of compliance against this data protection policy using the process detailed in the College Data Protection Compliance Audit Framework.
* Be the point of knowledge and reference for staff and external data queries liaising with the external Data Protection Officer for reporting.

General

* Other duties in support of the College as decided by the Headteacher within the scope of this post

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

***Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.***