



Phoenix College Phoenix College

COLLEGE OFFICE MANAGER

September 2022 Start

Salary: Experience Dependent NJC Scale 6 Point 18-20 to SO1 Point 23- 25 £30,063 to £34,062 Actual Starting Salary £28,296 to £31,494

Working Arrangements: Permanent | Term Time + Two Week |
35 hours per week | 8am to 4pm

We are looking for a College Office Manager to effectively support and promote delivery of the purpose and mission of the College under the direction of the College Principal, managing the admin team on operational matters including reception, administration, financial and staffing matters and premises related issues to ensure the smooth operation of college activities.

Main duties and responsibilities are indicated here; however, other duties of an appropriate level and nature will also be required.

- Be responsible for Financial and Payroll Management, HR functions, Facilities/Contract management, Catering, Health and Safety, Best Value and Project Management.
- Liaising with the HR Services, manage absences and process sickness data, contracts of employment, payroll adjustments; managing casework administration, file management and record keeping of staff personnel and support the up-keeping of Single Central Records.
- Manage recruitment, including creating adverts & job descriptions, preparing interview packs and schedules for interview panel, liaise with candidates; pre-employment and renewals DBS checks
- Management ILR systems, including all the ILR returns and processing data on HR systems.
- Finance processing and reconciliation, including purchasing/invoicing, bank transactions, petty cash and credit card within the college, coding of invoices with the correct expenditure code, ensuring they are logged on the system.
- Premises management – report building defects and to keep a written record of the call, Management of College CCTV system with a high regard for security and Safeguarding.
- Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the College Principal.
- Participating in the college's appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed time-scale.
- At Phoenix College, the education and welfare of our students is our first concern. All staff is committed to the highest standards in work and conduct and the highest priority is given to following all safeguarding guidance and regulations; act with honesty and integrity, have knowledge and skills, keeping them up to date and be self-critical; forge positive professional relationships and work with parents in the best interest of their students

How to apply

If you would like to discuss the post, please contact **Renato Marques, College Principal**
renato.marques@phoenixcollege.london

Application can be found on Phoenix School website www.phoenix.towerhamlets.sch.uk

Please return completed application to: HR@phoenixcollege.london

Closing Date: 9am, Tuesday 28th June 2022

Shortlisting 28th June 2022

Interview & Assessment: Week Commencing 4th July 2022

We are dedicated to equality and valuing diversity