
The College is committed to safeguarding and promoting the welfare of young people, and expects all staff to share this commitment

JOB DESCRIPTION

COLLEGE OFFICE MANAGER

GRADE: SCALE 6/SO1 TERM TIME + 2 WEEKS 35 HRS
RESPONSIBLE TO: COLLEGE PRINCIPAL

PURPOSE OF THE POST:

1. To take specific responsibility for Financial and Payroll Management, Human Resource functions, Facilities/Contract management, Catering, Health and Safety, Best Value and Project Management.
2. To be responsible for management of the admin team on operational matters including reception, administration, staffing matters and premises related issues to ensure the smooth operation of college activities.
3. To liaise with the College HR Services and manage sickness absence monitoring and process sickness data, managing casework administration, file management and record keeping, maintaining staff personnel records and support the upkeeping of Single Central Records.
4. To manage recruitment campaigns and guidelines, pre-employment and renewals DBS checks, updating personnel records using MIS system, maintain efficient and up to date files for all staff.
5. Management of the MIS and ILR systems, including all the ILR returns and processing data on HR systems.

THE MAIN AREAS OF RESPONSIBILITY WILL BE:

GENERAL ADMINISTRATIVE TASKS

- Support with premises managements – liaising with the G4S help desk on all reported building defects and to keep a written record of the call, Management of College CCTV system whilst having a high regard for security and Safeguarding.
- Support with reception, front line enquires from staff, pupils, visitors and pupils in person, by phone or e-mail, in a polite, professional and prompt manner, ensuring visitors sign in using the InVentry System and are provided with a visitor's badge and correspondent lanyard.

Paton Close Bow London E3 2QE | 020 4546 7710
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Phoenix Autism Trust (PAT) – A Pathway Towards Independence and Employment
Registered Company no. 09615159 Registered Charity no. 1172227 | Registered Office: 49 Bow Road, E3 2AD

- Supporting in generating and issuing standard letters, as requested, liaising with parents, the local authority and any other outside agencies as necessary.
- Supporting with hospitality for visitors and set up refreshments for senior leaders and visitors as required, including recruitment campaigns, conferences and events

FACILITIES AND PROPERTY MANAGEMENT

- Ensure the safe maintenance and operation of all College premises.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and ground maintenance: ensure contractors follow instructions; Monitor quality of work by contractors.
- Ensure a safe environment for the stakeholders of the College to provide a secure environment in which due learning processes can be provided.
- Ensure ancillary services e.g. catering, cleaning are monitored and managed effectively.

PURCHASING AND FINANCIAL ADMINISTRATION

To be responsible for the financial management of the college:

- With financial processing and reconciliation including purchasing/invoicing, bank transactions, petty cash and credit card within the college
- With the coding of invoices with the correct expenditure code, ensuring they are logged on the system
- Ensuring statements are checked and copy invoices requested when needed
- Overseeing and maintaining DataBridge records including administration and financial entries

HR AND PAYROLL RELATED MATTERS INCLUDING RECRUITMENT CAMPAIGNS

- Processing Contact or Employment, Amendments, Sickness Returns and Payroll Adjustments
- Management of recruiting campaigns, including creating adverts & job descriptions, preparing interview packs and schedules for interview panel, liaise with candidates.
- Administering DBS checks for current staff renewals and pre-employment.
- To create files for new staff and maintain efficient and up to date files for all staff.
- To support in updating Personnel records using Databridge MIS System
- Data entry of staff absences, CPD records and Staff Inductions.
- Ensuring that data is managed securely and in line with GDPR legislation.
- Maintain the Single Central Record

ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS:

- 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.
- Attending and participating in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues.

VARIATION CLAUSE:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the college to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the college mentioned above or in a comparable post in any of the college's other sections or departments.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

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Selection criteria – please address these in your personal statement	
Qualifications	NVQ Level 3 (or equivalent qualification) Maths and English Grade C and above (or equivalent).
Experience	Experience of working as a Senior Admin/Office Manager. (Candidates who have experience in an educational context will be at an advantage).
	Experience of using and maintaining administrative systems.
	Experience of using and maintaining a management information system.
	Experience of using and maintaining a college's finance system.
	Experience of recording college purchasing, college invoicing, credit card and Petty Cash.
	Experience and familiar with legislation across a range of HR functions.
	Experience of advising on staff policies and procedures.
	Experience of handling and recording personnel records.
	Experience in to building and maintaining excellent professional relationships with students, parents, colleagues and across agencies, dealing sensitively with people and resolving conflicts.
	Significant experience of working in a college environment and ability to work and support in a non-mainstream setting.
	Ability to communicate effectively with individuals and groups of senior staff, teachers, other members of staff and, as appropriate, students, parents and other professionals.
	Knowledge and understanding
Understanding issues affecting pupils with SEN needs.	
Knowledge of safeguarding, Keeping Children Safe in Education and Child Protection.	
Knowledge of good practice in information management and work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)	
Understanding of and commitment to equal opportunity issues within the workplace.	
Ability to be self-motivated, flexible and well organised to manage at times, unpredictable and variable workloads.	
Ability to meet targets and deadlines in a pressurised environment.	
Ability to use computer skills to operate Word, Excel and the college's management information system to produce letters, reports and spread sheets.	
Ability to communicate effectively, both verbally and in writing.	
Ability to build and maintain effective working relationships with a wide variety of people and organisations.	
Ability to manage a small team and deputise	
Personal qualities	Positive work ethic and flexibility to meet the changing demands of the role.
	Resilience, reliability, professionalism and integrity.
	Thoroughness and efficiency with an attention to detail.
	Commitment to developing the role by undertaking CPD and seeking out opportunities to enhance and update practice.
Other	A DBS enhanced disclosure that is satisfactory to the College.
	Flexible working hours, which may involve occasional out of hours work including holidays to meet the needs of the college.