



The Park College

## JOB DESCRIPTION

|                         |                |                         |                            |
|-------------------------|----------------|-------------------------|----------------------------|
| <b>Job Title:</b>       | Office Manager | <b>College Name:</b>    | The Park College           |
| <b>Grade and Range:</b> | Grade 7        | <b>Hours:</b>           | 35 hours per week          |
|                         |                | <b>Working Pattern:</b> | Term time plus three weeks |
| <b>Reports to:</b>      | Principal      | <b>Supervises:</b>      | N/A                        |

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| <b>Purpose and context:</b> | <p>To be responsible for the provision of the efficient administrative and clerical support function for the college and maintain systems and to help facilitate the effective financial control within the college.</p> <ol style="list-style-type: none"><li>1. To be responsible for the smooth running of the college office.</li><li>2. To help maintain the college's financial systems in liaison with the Finance Manager.</li><li>3. To maintain the various college computerised and paper databases of student and staff information.</li><li>4. To maintain the college's HR systems</li></ol> |
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### Principle Accountabilities:

#### 1. Responsibility for the smooth running of the college office, including:

- Ensuring sufficient cover of staff during absences.
- Planning work schedules.
- Liaison with senior staff relating to work to be undertaken by the office.
- Identifying training needs and bringing them to the attention of the Principal for discussion.
- Maintaining absence records of all staff.
- Supporting with the college's accounting procedures and the arrangements required for periodic audits.
- To have overall responsibility for the receipt and safekeeping of any monies received by the college.
- Coordinating orders and maintaining ordering systems
- Induction and training of new staff
- Maintaining accurate records of all training

**2. Maintaining computerised and paper databases of student and staff information, including:**

- Acting as Systems Manager for the administrative computer network and being responsible for the security of data and access rights to the system.
- Inputting and updating of all appropriate student and staff information and producing reports when required.
- Production of all DFE reports including the ILR
- Producing and maintaining students' records.
- Oversee annual reviews

**3. Managing the Principal's day to day administration, including:**

- Administration of new admissions, parental interviews and appeals procedures.

**4. Safeguarding**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the college Safeguarding policy and procedures.

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| <b>General Statements</b> | <ul style="list-style-type: none"><li>• Required to carry out all responsible duties and responsibilities of the post in accordance with the College's policies and procedures.</li><li>• Enactment of Health and Safety requirements and initiatives as appropriate.</li><li>• All employees are required to declare any conflict of interest that may arise before or during their employment.</li><li>• Any outside activities, either paid or unpaid, must not be in the view of the College conflict with or react detrimentally to the College's interest, or in any way weaken public confidence in the conduct of the College's business.</li><li>• Undergo and meet college conditions for a satisfactory enhanced DBS check.</li><li>• Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the College's policies and procedures.</li><li>• To have due regard for safeguarding and prompting the welfare of children and young people, and to follow the Safeguarding procedures adopted by the Southwark Safeguarding Children's Board.</li><li>• Being aware of responsibilities under the Data Protection act 2018 for the security, accuracy and relevance of information held and maintained.</li><li>• Treating all information acquired through your employment, both formally and informally, in strict confidence.</li><li>• To demonstrate a commitment to good customer care.</li><li>• Any other duties of an appropriate level and nature will also be required.</li><li>• Participating in training to be able to demonstrate competence.</li><li>• Participating in first aid training as required.</li><li>• Participating in the ongoing development, implementation and monitoring of the service plans.</li><li>• Contributing in meetings and being a supportive member of the college team.</li><li>• The additional three weeks of working are - the first and last weeks of the summer holidays plus one other to be agreed with line manager.</li></ul> |
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## PERSON SPECIFICATION

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| <b>Job Title:</b> | Office Manager – Grade 7 | <b>College Name:</b> | The Park College |
|-------------------|--------------------------|----------------------|------------------|

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Essential (E) or<br/>Desirable (D)</b>    | <b>How<br/>assessed<br/>(A / I / T)</b>                                      |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------|
| <b>Knowledge / qualifications:</b>         | <ul style="list-style-type: none"> <li>• Good knowledge of databases and spreadsheets.</li> <li>• A sound knowledge of using Microsoft software.</li> <li>• Knowledge of administrative systems.</li> <li>• Knowledge of financial systems and procedures.</li> <li>• Knowledge of HR systems and procedures</li> </ul>                                                                                                                                                                                                                                                          | E<br>E<br><br>D<br>E                         | A<br>A<br><br>A<br>I                                                         |
| <b>Experience:</b>                         | <ul style="list-style-type: none"> <li>• Experience of supervising and motivating a team, coordinating and delegating work in a similar environment.</li> <li>• Considerable experience of using Microsoft software, particularly Word at a basic to intermediate level.</li> <li>• Experience of local authority procedures.</li> <li>• Experience of college staff and computerised databases.</li> </ul>                                                                                                                                                                      | E<br><br>E<br><br>D<br>D                     | A / I<br><br>A<br><br>A<br>A / I                                             |
| <b>Aptitudes, skills and competencies:</b> | <ul style="list-style-type: none"> <li>• Ability to set and work to agreed targets and work schedules.</li> <li>• Good verbal and written communication skills.</li> <li>• Cash handling and basic arithmetic skills.</li> <li>• Ability to motivate, supervise a team to achieve efficiency.</li> <li>• Ability to organise one's own tasks with minimum supervision.</li> <li>• Ability to minute meetings.</li> <li>• Ability to type quickly and accurately.</li> <li>• Ability to input information quickly and accurately.</li> <li>• Good attention to detail.</li> </ul> | E<br><br>E<br>E<br>E<br>E<br><br>E<br>E<br>E | A / I<br><br>A / I<br>A / I<br>A / I<br>I / T<br><br>A / I<br>A / T<br>A / T |
| <b>Special conditions:</b>                 | <ul style="list-style-type: none"> <li>• Motivated to work with young people</li> <li>• Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>• The postholder may be required to work outside of normal college hours on occasion, including minute taking at governor meetings, with due notice.</li> <li>• To undergo enhanced DBS check – individuals on the ISA barred list should not apply.</li> </ul>                                                                                              | E<br>E<br><br>E<br><br>E                     | A<br>A<br><br>A<br><br>A                                                     |