

# St Andrew's Prep

## EASTBOURNE

### Job Description

**Job Title:** Office Manager

**Responsible to:** Headmaster

**Job Summary:** To organise and coordinate administration duties and office procedures within the Prep School. To create and maintain a pleasant work environment, ensuring high levels of organisational effectiveness and communication across all departments at St Andrew's Prep in co-ordination with Bursary staff.

**Line management of:** Reception staff

#### **Duties and Responsibilities:**

##### **School office:**

- Coordinate and manage the reception function including organising and providing cover as required
- Ensure the smooth running of all post, both internal and external, including postage and franking
- Ordering stationery and other office supplies in conjunction with the Procurement Manager
- Dealing with correspondence, queries and general day to day administrative enquiries
- Manage cycle of system changes such as telephones and door entry systems to holiday mode and returning to term-time mode at correct time
- Implementing and maintaining procedures/office administrative systems and relevant policies
- Provide day to day support to the school minibus service
- Ensure the internal events booking system runs smoothly and that all events requiring estates and/or catering support have been arranged in advance. This will include events planned by the Friends of St Andrew's
- Ensure all external bookings (term time and during the holidays) run smoothly, PL insurance checked and where appropriate risk assessments have been received, duty staff are informed and any set up requirements have been arranged. Provide support for larger scale hires that occur during the major holidays
- Liaise with Eastbourne College Events and Box Office Manager and Head of FM on larger scale or cross charity hires.

##### **Financial duties:**

- Manage office budgets liaising with staff, Finance Department and the Procurement Manager

- Support the Finance Department with timely collation and sharing of recharges
- Record monies received ensuring any cash or cheques taken at St Andrew's Prep are properly recorded and sent to Eastbourne College for banking and completing paperwork for monies taken by credit card and ensuring this is forwarded to Finance Department
- Be responsible for all petty cash at St Andrew's Prep
- Collecting and sending any invoices received in the post to Finance Department.

#### Human Resources:

- Collate staff overtime claims and peripatetic music teacher hours and send to Payroll in a timely manner
- Monitor all Bank and other intermittent staff to ensure safeguarding checks remain current
- Maintain staff lists for Fire and other emergency roll call
- Assist with recruitment when required e.g. arranging interviews
- Organise induction programmes for new members of support staff
- Assisting the Human Resources Department by keeping personnel records up to-date, especially contact details and next of kin.

#### Safeguarding duties:

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post
- In this particular post, there is unlikely to be a large amount of contact with pupils but there are connected responsibilities, including site security, sensitive handling of data, and professionalism. However, the responsibility remains to be aware of safeguarding procedures and occasional need to operate safely with pupils and in adherence to the policy and code of conduct
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

#### Other duties:

- The exact delineation of responsibilities will be determined by the strengths and interests of the appointee
- This job description may be altered to meet changing context at the discretion of the Charity.

## Person Specification:

- Excellent time management skills and ability to multi-task and prioritise work in a fast-paced environment with a sense of humour and calmness
- Problem solving and an ability to act on initiative
- Team player
- Experience of managing others
- Must be courteous and focused on providing a consistently high standard of customer service.
- Welcoming and friendly
- Must be standards driven and with the ability to organise and plan ahead
- Excellent written and verbal communication skills
- Complete integrity and discretion
- A creative mind with an ability to suggest improvements.
- Competent and confident in use of Microsoft Office products including Word and Excel

## Terms and Conditions:

Contract:	Initially a <b>one-year fixed-term contract</b> to allow for review of the role requirements
Salary:	Commensurate with experience
Hours of Work:	37½ hours per week, normally 9.30am to 6.00pm, Monday to Friday, all year round.
Pension:	After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.
Holiday:	Five weeks paid annual leave plus Bank Holidays
Other Benefits:	Life Assurance Employee Assistance Program Lunch during normal working hours Free use of Charity facilities including pool and gym Free tickets to College productions Easy public transport connections and free parking Stunning location

## Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

St Andrew's Prep welcomes applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake. We consider the most important factor to be the right skills, abilities and attitude for the job which will ultimately improve the wellbeing and education of the pupils.

## Application Process

To apply, please follow the link below to complete the online application form:

<https://www.cognitoforms.com/EastbourneCollegeIncorporated/StAndrewsPrepSupportStaffApplicationForm>

Or visit [www.standrewsprep.co.uk/contact/employment-opportunities](http://www.standrewsprep.co.uk/contact/employment-opportunities) and click the 'Apply Now' button.

For further information please contact Marian Piper, Recruitment & HR Projects Manager by email on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452239.

Closing date: 31 March 2022

We reserve the right to withdraw this vacancy before the closing date if we are successful in finding an appointment