

JOB DESCRIPTION

Post:	Bicester Construction Skills Centre Office Manager
Responsible to:	Head of Bicester Construction Skills Centre
Responsible for:	Administration/Support
Pay Band:	4

JOB PURPOSE

To support the work of the Bicester Construction Skills Centre (BCSC) and play a significant role in the effective running of the centre. The post holder will work closely with both centre and cross college managers/ staff to establish constructive working relationships, producing and adhering to efficient, productive and achievable working practices, policies and procedures that deliver outstanding customer service at all times. The office manager will provide a wide range of administrative support. All college managers are expected to be flexible in their approach, corporate, pro-active and responsive to changing demands and responsibilities and passionate about the success of the college.

DUTIES

- Provide administrative support to the Head of Centre and other staff within the centre, some of which will be confidential in nature. This includes liaison with external agencies, employers and partners
- Work with the Head of Centre and other centre staff to ensure the BCSC operates effectively to support students and complies with college policies
- Oversee parking for students attending at BCSC
- Work co-operatively with the Head of Student Services to ensure reception services at BCSC follow all central policies and procedures related to that area of work. Provide reception services, and when the team at BCSC grows, line manage reception/admin staff
- Liaise with the college's estates management team to oversee work carried out by estates staff at BCSC
- Provide first line IAG for course enquiries and enquiries from employers
- Assist the Head of Centre to develop and manage internal and external events held at the campus
- Manage Head of Centre GPC cards and processes
- Carry out 'best value' procurement on behalf of the Head of Centre
- As directed by the Head of Centre co-ordinate the student record processes for the BCSC and work closely with the college's CIT team to ensure all data is accurate, including managing enrolments for part-time courses
- Co-ordinate interview processes, assessment and open days relating to the Centre.

- Assist the Head of Centre and other key staff to ensure the Centre complies with all health and safety requirements and co-ordinate the central record keeping process for BCSC
- Act as a fire warden for the centre

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential Criteria	How Assessed
1	Level 3 qualification in a business or administration related subject or equivalent professional qualification	Application form, interview
2	Level 2 or above in literacy, numeracy and IT.	Test at interview
3	Excellent interpersonal skills with a range of people – students, staff, parents, employers	Application form, interview
4	Evidence of a positive approach to learning and change	Application form, interview
5	The ability to work under pressure and to deadlines	Application form, interview
6	A flexible attitude towards working hours	Application form, interview
7	Good communication skills, both written and oral	Application form, interview
8	Excellent organisational and problem solving skills	Application form, interview
9	An ability to work quickly and accurately, following agreed procedures	Application form, interview
10	The ability to use Windows 10, databases and spreadsheet packages effectively	Application form, interview
12	Commitment to delivering outstanding customer service at all times	Application form, interview
13	Evidence of working in a busy team environment	Application form, interview

It is **desirable** that the post holder has:

	Desirable Criteria	How Assessed
1	Familiarity with a wider range of IT applications	Application form, interview
2	Previous office manager experience	Application form, interview
3	Event management experience	Application form, interview

CONDITIONS OF SERVICE

Payment:	Monthly in arrears direct to bank via the Bank Automated Clearing System [BACS]
Hours:	37 hours per week, all year round
Holidays:	24 working days, rising to 29 days plus Bank and Public Holidays
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish
Medical:	A medical questionnaire must be completed, and the appointment will be subject to medical clearance.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.