|  |  |
| --- | --- |
|  | **Job Title** Buildings Department Office Manager |
|  | **Reports to** Reports to the Buildings & Facilities Director; supporting the Maintenance Manager & Chief Building Surveyor; working with the Buildings Office Support Assistant |

**Job Purpose**

We are looking for an Office Manager to support the Buildings Department, undertaking a varied workload necessary to maintain the smooth running of this busy function which delivers the College’s building maintenance, facilities management, refurbishment and new development.

**Key Tasks and Responsibilities**

This role is fundamentally to support productivity and well-being of departmental staff, ensuring sufficient equipment provision, office resources and procedures are in place and to support staff across a variety of specialist areas. A degree of flexibility is required to help on a varied workload to ensure overall smooth running of operations. This role will pro-actively contribute to the good housekeeping and ease the daily functionality of the office staff, ensuring necessary equipment and knowledge a variety of departmental wide systems to help guide staff. This will involve writing users guides, support with the roll out of personal digital assistants (PDAs), and day to day support across a variety of areas.

An understanding of data management is required to extrapolate information to best inform the Director of the Buildings Department to enable performance management of staff. Examples include monitoring total reactive repairs (known in the College as ‘Pinks’); school-wide health and safety compliance records; maintain insurance and business rates records; financial data for budget control and use energy data relative to our sustainably targets. The role requires an ability to learn a variety of IT systems which the Department uses (the College uses Concept Evolution for its Computer Aided Facilities Management, Access Workspace, Ciphr, Dalton amongst others). Proficiency with excel is desirable.

The Office Manager will calculate and manage overtime for functions including Grounds, Maintenance and Security staff as well a monitor overall department, sick leave, training and holiday leave oversight.

This role works closely with other departments to ensure the Buildings Department co-ordinates to meet wider College goals; such as providing logistical support to help host school events from exams to musical performances and a variety of other important events the Buildings team help platform.

**Other duties**

* Undertake such additional duties or projects as the Director, Facilities and Maintenance Manager & Chief Surveyor may determine from time to time
* Commitment and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Proactive and positive ‘can-do’ attitude recognising all matters, whether large or small, are important to the smooth and efficient running of the Department
* Flexible approach to work assisting with a fast changing and varied workload
* Previous experience in a busy and complex organisation
* The ability to maintain confidentiality and professionalism at all times; GDPR conscious
* Proactive approach to work
* Ability to work as part of a team
* Confident communicator liaising with a wide variety of people
* Excellent written and verbal skills
* Good working knowledge of Microsoft Office, Word, Excel and Outlook and office admin. systems
* Good customer service and clear communication skills
* Demonstrable accuracy and attention to detail
* Ability to organise and prioritise own workload
* Able to use own initiative and work autonomously on day-to-day enquiries

**Working Pattern**

* Full time or part time applicants will be considered (if part time with salary to be pro-rata).
* Based on working 52 weeks per year you will be entitled to 21 days paid holiday per annum, in addition to Bank Holidays.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**