**Office Manager**

## Aim of post

* This is a varied Office Manager position and one which will allow all skills to be utilised. With a positive can do attitude and flexible approach to work you will have experience of managing teams, budgets, and have worked in areas such as executive assistant or operations teams.

## Key Responsibilities

* Act as central point of contact for facilities and servicing across the North West and Yorkshire branch, ensuring all office’s have the most suitable working environment for their activities.
* Co-ordination and administration of the company pool car.
* Co-ordinate and lead the business support service teams in both NW branches.
* Responsible for implementing and improvement of all procedures/office administrative systems.
* Calculate and compare costs for required goods or services to achieve maximum value for money.
* Responsible for ensuring office expenditure is in line with budgets.
* Responsible for coordination of mobile phone and technology equipment
* Responsible for overseeing office health & safety locally.
* Ensure administrative roles are responsible for panel administration across NW and Yorks.
* Overseeing administrative responsibilities are completed for all Ofsted Notifications and Safeguarding Letters.
* Supervision of administrative staff across NW and Yorkshire
* On occasions undertaking highly sensitive minute taking.
* Reporting regularly to the Regional Manager regarding KPI’s and RAG reports.

**Safeguarding Children**

Safeguarding Children is central to all that By the Bridge with Cambian does. Although the Office Manager role is not primarily one where contact with children is involved there may be occasions, either through seeing situations with a fresh pair of eyes; reading information in a report or by receiving information in any other way that you may have concerns regarding the welfare of a child. In any situation where the Office Manager has concerns for a child’s well-being they must follow the reporting procedure of By the Bridge with Cambian. The Office Manager will be required to undertake mandatory online safeguarding training within their induction period.

## Working Relationships

* Reporting to the Regional Manager and Registered Manager
* Working closely with all managers and regional offices across the organisation
* To liaise with all members of staff and foster parents as required

## Person Specification

**Essential**

* Experience of working in a similar role
* Experience of budget management
* Attention to detail
* Excellent communication and negotiation skills
* Ability to liaise with people at all levels
* Problem solving skills
* Highly organised with the ability to multi-task
* Ability to maintain confidentiality and discretion
* Proactive and self-motivated With the ability to work independently and with initiative
* Ability to work flexibly in a national organisation

**Desirable**

* Knowledge or understanding of fostering or childcare services
* CRM systems