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| Job Title | RFS Office Manager |
| Line Manager | Managing Director, RFS (MD) |
| Salary Range | Up to £40,000 pro-rata |
| Contract Type | Permanent – Repton term time only plus 2 weeks during the holidays |
| Hours | Full Time. 40 hours per week to be worked Monday to Friday between the hours of 8.00am and 5.00pm during school term-time. There may be occasional requirement for work outside of these hours. |
| Location | Repton School – there is potential for a combination of remote and ‘in person’ working, by negotiation |
| Benefits | Support Staff Pension Scheme Free Sports Centre Membership Free onsite parking |
| <p>Summary Working across the Repton family of schools, this is a wide-ranging role. The postholder is likely to have had previous experience in office management/operations roles. You should have excellent communication skills, both written and verbal, and be able to engage with and build strong relationships with a wide range of senior stakeholders, these include our international business partners, headteachers and other senior members of staff. You will also be able to demonstrate high levels of competence in MS office packages and be able to work flexibly supporting a wide range of duties and tasks.</p> | |
| <p>Key Role Outcomes</p> | |
| <p>Liaison</p> <ul style="list-style-type: none"> • Liaison with a wide range of stakeholders including: <ul style="list-style-type: none"> ○ Governors ○ Education Directors ○ International partners ○ Repton UK staff | |
| <p>Coordination</p> <ul style="list-style-type: none"> • Coordinating the annual Quality Assurance Visits (QAVs) for each of our schools – staffing and travel • Managing the RFS calendar • Coordinating visits to Repton by international guests/partners • Coordinating events as/when necessary | |
| <p>Marketing</p> <ul style="list-style-type: none"> • Producing good quality copy and presentations • Liaising with marketing teams around the group • Proactive monitoring of social media feeds and proposing ideas • Coordination and production of material for social media feeds, working closely with the Repton UK marketing department | |
| <p>General Office Management</p> <ul style="list-style-type: none"> • Creating, filing and management of documentation • Arranging meetings and taking minutes as necessary including board meetings for international schools and for the RFS board • Management of financial matters including managing costs, liaising directly with the COO. | |

Role Responsibilities

Role responsibilities will include, but are not limited to:

1. Liaison

- Liaise effectively and build strong relationships with all stakeholders across the RFS business streams, including international partners, senior members of staff, company directors and school governors using clear accurate communication and anticipating/resolving challenges before they occur.

2. Coordination and Operational Support to the RFS team.

- Support with co-ordination and management of diary and meetings (both online and in person).
- Conserve time by reading, researching, and routing correspondence; drafting letters and documents; collating and analysing information.
- Taking minutes of meetings with a high level of accuracy and clear expression.
- Distributing relevant minutes and following up actions (where relevant) – tracking of actions and project management
- Managing travel arrangements (international) as required.
- Coordinating visits to Repton by a variety of stakeholders and other events as needed.

3. Project Support

- Build strong internal relationships with RFS and School stakeholders such that opportunities for project support and/or continuous improvement are identified.
- Deliver agreed support on time, in full and to the highest standards.
- Support recruitment processes as required
- Provide support in the provision of training and induction to overseas staff
- Provide support for the RFS team in the establishment and operation of partnership activities with Repton's international family of schools

4. Marketing

- Working closely with the Repton Marketing Team and Brand Guidelines, provide support for marketing activities including
 - Document and presentation design
 - Writing high quality copy
 - Monitoring social media and production of posts
 - Management and production of marketing collateral from time to time

5. General Office Management

- Create and distribute reports and other documentation
- Create and manage spreadsheets.
- Organise and manage documentation for meetings, including the preparation of agendas, minutes of meetings, tracking actions and updates
- Proof reading and editing of documents.
- Document filing and other general administration.

- Ensure that all documentation is managed in line with GDPR and other relevant legislation.
- Any other operational duties as required.

Person Specification

You will be an experienced professional, with demonstrable experience in wide-ranging operational role(s) – breadth rather than functional specialism is sought. You will be a high-energy, can-do individual who takes pride in delivering above and beyond in this wide-ranging role.

Essential Skills and Experience

- Work in a flexible, autonomous and agile manner across multiple areas
- Good level of education or demonstrable level of experience
- Highly competent in the use of IT, including MS applications
- Has a proactive approach, demonstrates initiative, is able to prioritise own workload and manage competing priorities
- Confident and articulate communicator, in person and in writing
- Develop and maintain relationships internally and externally, demonstrating the ability work well with people at all levels and be strong team player
- Able to work under pressure in a fast paced environment
- Office management/operational experience

Desired Skills and Experience

- Candidates with international experience would be of particular interest.
- Some experience in schools and/or in project support is helpful
- Experience in marketing or a related field is desirable

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, therefore the following shall be deemed to be included, in addition to the duties that you may be required to perform:

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.