

## **Office Manager (Maternity Cover) Information for Candidates**

### **ROLE**

Position:	Office Manager (Maternity Cover)
Reports to:	Finance Director
Location:	RPO office (currently 16 Clerkenwell Green, London, EC1R 0QT and from Summer 2025 15 Rutherford Way, Wembley Park)
Contract:	Part-time Fixed Term One year from mid-May 2025, 3 days per week
Salary range:	£18,000 - £20,280 per annum (£30,000 - £33,800 Full Time Equivalent)
Working hours:	9:30am to 5:30pm, with one-hour unpaid lunch break, or equivalent hours over four or five days

### **APPLICATION AND INTERVIEW DATES**

Application deadline	Monday 17 March 2025, 5pm
Interviews	26, 27 or 28 March 2025
Format of application	A CV and covering letter emailed to <a href="mailto:recruitment@rpo.co.uk">recruitment@rpo.co.uk</a> Please put <b>Office Manager</b> in the Subject line and address your application to Ann Firth
Application information	Please see our <a href="#">Guide for applicants</a> and our website <a href="http://www.rpo.co.uk">www.rpo.co.uk</a> Applicants must have the right to work in the UK

### **PURPOSE OF THE ROLE**

The Office Manager is responsible for premises management for both the RPO's Administrative office and Garage/Warehouse managing an annual budget of around £75,000 and for equipment management at the Administrative Offices. The Office Manager will play a key role in the move of the administrative office to Wembley Park, planned for Summer 2025.

Acting as a Health and Safety Coordinator, the Office Manager will ensure that the RPO meets required Health and Safety standards (IOSH training will be provided if required).

The Office Manager undertakes aspects of staff induction including issuing IT equipment and Health and Safety induction and checks.

### **Maintain the office and warehouse with appropriate services and utilities and in a good state of repair**

- Maintain schedule of building, equipment and office maintenance and health and safety visits including a clear record of last visit and date of next planned visit.
- Maintain utilities and maintenance services contracts database including fees, relationship manager / contact details, procurement and renewal dates
- Book in and oversee maintenance and repair visits at both the Administrative office and the Warehouse, keeping costs within budget

### **Act as the Health and Safety Coordinator and maintain good Health and Safety compliance**

- Coordinate Health and Safety Committee meetings, setting agendas and (with the Committee) communicate to the wider body of staff
- Complete Health and Safety risk assessments; reviewing and revising as necessary.
- Undertake fire risk assessments for premises at least annually
- Arrange a sufficient roster of Fire Officers and convene for training and reviewing fire risk assessments at least annually
- Arrange a sufficient roster of First Aiders and facilitate booking training
- Maintain First Aid kits
- Organise annual PAT testing of electrical equipment at the office and warehouse
- Undertake actions required by Health and Safety Audits, recording work done and location of documents and health and safety equipment on the Audit logs
- Work with external health and safety consultants (when applicable) to keep policies and procedures up to date and communicate
- Ensure that Health and Safety policies are kept up to date and communicated to staff
- Daily, weekly, monthly and annual safety checks

### **Ensure good standards of cleanliness in the office and warehouse**

- Manage cleaning contracts, leaving instructions for the cleaners as necessary and reviewing cleaning notices book daily for messages requiring action
- Arrange sanitary, waste collection and cleaning suppliers for the office and warehouse

### **Manage utilities and stationery and catering supplies**

- Manage phone contracts (broadband and mobile)
- Maintain stationery supplies at required levels, encouraging reductions in usage and re-use in keeping with the RPO's environmental policy
- Keep post franking machine topped up and oversee maintenance
- Arrange tea, coffee, milk supplies for office
- Participate in the rota for daily office opening and closing processes, issuing reminders and guidance when necessary

### **Embed good environmental practices into office management**

- Participate in the Environmental working group
- Maintain records to complete annual environmental impact reporting, including using utility provider databases

- With the finance department, enter environmental impact data for premises into the (Julie's Bicycle) reporting portal

#### **Undertake Staff induction and issue of equipment**

- Issue office keys/fobs to new staff and maintain a record of warehouse key holders
- Request email accounts for joiners and request or set up accounts on internal systems
- Complete a new starter information form for each joiner and issue it to them on their first day
- Tour new starters around the office, explaining the facilities
- With the finance team, oversee the renewal programme of laptops and phones, the issuing of laptops and mobile phones to staff, ensuring equipment is stored securely and equipment records are kept up to date
- Liaise with IT support as required
- Undertake workstation assessments
- Collect keys/fobs and equipment from leavers

#### **Undertake the Office management aspects of the office relocation to Wembley Park**

- Maintain checklists of tasks required and undertake these in good time
- Close utilities and maintenance contracts with existing suppliers for Clerkenwell Green office
- Set up utilities accounts with providers
- Set up maintenance contracts for services
- Represent the RPO on tenants committee or equivalent groups
- Organise removals from Clerkenwell Green office
- Order furniture and equipment overseeing delivery and installation
- Provide guidance for staff on office housekeeping

#### **Other Duties**

- Assist with directing visitors to the office and with catering for visitors
- Respond to general enquiries including participating in telephone pick-up groups
- Participate in staff meetings and training
- Check office services invoices and approve expenditure using the online approval system

#### **PERSON SPECIFICATION**

- Good working knowledge of the essentials of premises management
- An IOSH qualification is desirable
- Interest in music and performance
- Evidence of a high degree of self-motivation and the ability to work effectively and solve problems
- Good written and communication skills
- Strong attention to detail
- Good Microsoft Office skills
- Ability to maintain confidentiality
- Polite telephone manner and attentive behaviour, suited to working in a professional office
- Good team skills and flexibility to support other team members to get work done

## ADDITIONAL BENEFITS

- 20 days annual leave per annum including bank holidays (33 days including bank holidays full time equivalent)
- Entitlement to leave during the Company's annual (Christmas) shut down.
- The post holder will be auto-enrolled in the RPO's defined contribution pension scheme after a 3-month deferral period. Under existing legislation, there is an entitlement to opt out of the scheme. The RPO matches employee's contributions up to a maximum of 6% of salary
- Interest-free loan for an annual travel season ticket after a 6-month probationary period has been successfully completed