

NASUWT JOB DESCRIPTION

The Office Manager is responsible for ensuring the efficient and effective delivery of all administrative processes within the Centre.

MANAGEMENT

The Office Manager is responsible to the General Secretary under the line management of the Regional Organiser.

LOCATION

The Office Manager is based at the North East Regional Centre.

RESPONSIBILITIES OF ALL POSTS

All post holders must undertake their responsibilities in such a way as to:

- promote the NASUWT's organising agenda;
- recruit and retain members of the NASUWT;
- promote the NASUWT and its policies;
- promote equality of opportunity.

PRINCIPAL RESPONSIBILITIES GENERIC TO OFFICE MANAGERS

1. To line-manage all clerical/secretarial staff employed in the Region including their recruitment, on-site training, day-to-day deployment and on-going performance management; ensuring high levels of professionalism and member care at all times.
2. To liaise with the Regional Organiser and Organisers to ensure the delivery, and servicing of:
 - Regional Committee
 - Regional Conference and any sub-conferences or workshops
 - The Regional Training Programme
 - Local elections
 - Mailings
 - School visits unrelated to collective or individual casework.

- Recruitment events
 - NASUWT supported campaigns
3. To liaise with the Regional Organiser and Senior Casework Official to ensure the:
 - efficient administration of the centre in-box;
 - timely and appropriate use of Visual Files;
 - accurate collation and copying of bundles for hearings.
 4. To authorise, record, and monitor local expenditure including petty cash in line with NASUWT finance procedures, reporting and explaining any significant variances as and when they occur.
 5. To negotiate 'best value' contracts with local suppliers.
 6. To co-ordinate the use of rooms within the centre and to book external venues when required; organising catering and accommodation as necessary.
 7. To schedule internal staff meetings including team meetings such as the casework team.
 8. To liaise with Rednal Colleagues and third parties to ensure the maintenance, repair and safe operation of physical buildings and equipment.
 9. To carry out all Health and Safety checks and/or audits as and when required.
 10. To work in co-operation with the staff of Headquarters teams and other Centres on projects and initiatives with shared interest.
 11. To undertake any other reasonable duties requested.