

# Art Academy

<b>JOB TITLE:</b>	<b>Office &amp; Facilities Manager</b>
<b>CONTRACT TYPE:</b>	Fixed term, 1 year, with potential to extend
<b>HOURS:</b>	37.5 hours per week; typically, Monday - Friday 9am - 5pm
<b>HOLIDAY:</b>	25 days per annum, plus bank holidays and Christmas
<b>ACCOUNTABLE TO:</b>	Director of Operations
<b>RESPONSIBILITY FOR:</b>	Head Technician, Front of House staff, Health & Safety consultants and HR
<b>LOCATION:</b>	Art Academy Bankside, 185 Park Street, London SE1 9BL

## MAIN PURPOSE OF POSITION

The Office Manager will oversee and manage the effective and smooth running of Art Academy's premises, completing a range of managerial, administrative, HR, operational and clerical duties. Adaptable and flexible, they will be able to respond positively to the changing demands of a dynamic organisation with a small staff body. Providing effective day to day and strategic leadership and managing all administrative and operational activities within the Academy while upholding and implementing its cultures, values and behaviours. The successful candidate will be instrumental in creating an organised and conducive work environment. By strengthening processes and implementing best practices making a positive contribution to the Academy's success, reputation and continued growth.

## ABOUT US

The Art Academy is a young and innovative art school, offering courses that are designed and delivered by expert practising artists. The organisation is at one of the most significant junctures in its development having recently moved into its new, state of the art, campus on Bankside, just behind Tate Modern. AAL is an equal opportunities employer and recognises that a diverse workforce can enhance creativity and innovation in the workplace. As such, we welcome applications from a diverse range of backgrounds.

## WHAT WE OFFER

- An exciting role in a young and dynamic organisation with opportunity to make a real impact
- Emphasis on professional development with close support from the wider team
- Competitive salary, pension and 25 days annual leave plus bank holidays and Christmas
- Employee Assistance Programme to promote physical and mental wellbeing
- Free spaces on evening, weekend and short courses, where available
- Free spaces on Young Artist courses (12 - 17 years) for those with parental responsibilities
- (both reasonable use only)
- Opportunity to participate in a cycle to work scheme

## HOW TO APPLY

Apply online via AA's website

The application deadline is **Sunday 2<sup>nd</sup> March, 11:55pm**

Interviews will be held **week commencing 3<sup>rd</sup> March**

The start date for the role is **Monday 7<sup>th</sup> April**

AA reserves the right to interview on a rolling basis.

## **PRINCIPAL FUNCTIONS AND RESPONSIBILITIES**

### **Managerial**

- Line manage front of house staff (day, evening and weekend); ensuring that people and systems function effectively to create a positive, professional and conducive environment.
- Line manage the Academy's head technician, overseeing all operational activity to ensure that all spaces within AA are fit for purpose as teaching and project spaces, storage and communal areas and classes are delivered in a timely and appropriate manner.
- Manage HR Consultants.
- Supervise front of house services, including the Academy's shop etc.
- Schedule and chair monthly General Management Meetings; managing a rota of minute-takers; circulate agenda and minutes.
- Schedule and contribute to Facilities, Health & Safety Committee Meetings.
- Work closely with the Academy's executive management team in the development and implementation of organisational and operational policies and strategies, particularly in relation to human resources, IT, H&S, operational effectiveness, data and risk management.

### **Administrative**

- Manage the Operations budget.
- Ensure that requests from the finance team are resolved and communicated in a timely manner to internal and external parties.
- Confirm monthly payroll for the finance team, responding to their queries and communicating any changes in a timely manner.
- Act as clerk to the Board of Trustees, working closely with the Principal and executive management team to schedule meetings and prepare and circulate agendas; attend meetings and take minutes, sharing a draft with the Chair before circulating; monitoring trustee's completion of administration/ actions/ tasks assigned to them under the direction of the Chair.
- Work closely with the finance team to ensure that information held on Companies House and the Charities Commission is accurate and up to date.

### **Human Resources**

- Manage human resources (with support from an external HR consultant) across the organisation, maintaining best practice in all policies, procedures and practices.
- Keep abreast of legislative changes and sector developments; share with and advise the Academy's executive management team, as appropriate.
- Drafting and, subject to approval, implementing and maintaining policies, procedures and practices in line with statutory guidance and best practice.
- Ensure up to date and accurate records are maintained, including the upkeep of staff personnel records on internal software.
- Manage the process of employee recruitment, selection and onboarding, coordinating with managers and directors as required.
- Induct and train new starters on areas of specific responsibility according to AA's induction checklist, including, but not limited to, HR, Buildings & Orientation, Operations, and Health & Safety.
- Manage AA's staff training schedule, organising training as required and working with the director of academic quality, standards and student experience to ensure that the OU's requirements are met.
- Resolve issues that arise relating to human resources, liaising with and reporting to the executive team or directly with the principal as appropriate.

### **Operational**

- Oversee the effective running of the Academy's offices and premises, ensuring that people and systems function effectively across multiple sites to ensure a positive, professional and conducive environment.
- Contribute to the management of all internal IT systems, H&S software, internet and telecoms.
- In liaison with the head technician, schedule building repair and maintenance; ensuring to maintain accurate records of inspection.
- Understand rent and landlord costs.
- Understand business rates and bid levy.
- Responsible for building use and tenant/licensee relations i.e. AA's resident artists etc.
- Ensure the Academy's Code of Practice for Personal Emergency Evacuation Plans is followed for staff, students and visitors.
- Participate in the preparation for and management of off-site events, as required.

### **Health & Safety**

- Monitor fire risk and safety and take responsibility for fire safety procedures and facilities including commissioning fire risk assessments and completing any resulting actions, managing fire evacuation procedures and maintaining appropriate records.
- Maintain effective security systems and improve security processes.
- Maintain effective H&S systems, policies and processes to ensure compliance including carrying out and making sure that risk assessments are up to date and undertaking weekly H&S inspections across all Academy buildings.
- Manage and maintain proper H&S documentation, and the active upkeep of the Academy's H&S management software.
- In liaison with the head technician prepare for the H&S consultant's annual audit and complete any resulting actions.
- Assist with staff induction/ training on H&S.
- Be a member of the AA Facilities and H&S Committee (FHSC), making regular reports to it on any notable incidents, teaching and learning facilities and the functioning of the AA H&S procedures and practices and changes to H&S legislation and guidance as appropriate.
- Undergo H&S training as required and keep abreast of changes to H&S legislation and guidance.

### **Risk Management**

- Understand organisational insurance.
- Manage the Academy's legal affairs where appropriate with support from AA's executive management team.
- Deputise for the Academy's prevent coordinator and the designated safeguarding officer as necessary.
- Work closely with the Academy's executive management team to maintain its risk register.
- Have responsibility for managing the Academy's DBS procedures, ensuring that all relevant persons are DBS checked (working with the academic and public programme managers).
- Act as the Academy's data protection officer, with responsibility for ensuring it is compliant with data protection and GDPR legislation and all staff understand their responsibilities under the legislation.
- Work closely with the director of operations to ensure that organisational and operational policies and processes are embedded and implemented across the organisation.
- Ensuring proper and regular data backups.

## **Organisational effectiveness**

- Maintain excellent working relationships with the Academy's key stakeholders, for example, its suppliers, local authorities, local business and community partners.
- Help to maintain institutional approval, coordinating with the director of operations and academic programme manager as required.
- Ensure that systems are in place for compliance with relevant statutory and other regulations including the GDPR.
- Oversee operational systems, policies and processes, liaising with the director of academic standards, quality & student experience to ensure that policies and processes are regularly reviewed by trustees as required.

## **Other Duties**

- The duties listed may be varied from time to time as dictated by the changing needs of the Academy. The post holder will be expected to undertake other duties as appropriate and as requested by their manager or the executive management team.

## **PERSON SPECIFICATION**

### **Essential Experience**

- At least 2 years' experience in a similar office management or operational role, ideally within the Higher Education, arts or non-profit sector.
- Proven experience of HR admin and/or management.
- Managing multidisciplinary teams and systems, ideally across multiple sites.
- Proven experience of managing Health & Safety policies and processes is a strong advantage, or if not, a willingness to undergo the relevant H&S training.
- Budget management and cost controlling

### **Essential Skills**

- Strong leadership and communication skills.
- Thorough attention to detail.
- A confident decision maker and problem solver.
- Strong IT skills.
- Able to manage efficient systems and processes to improve the quality and efficiency of the Academy's operations.
- Adaptable and flexible, you will be able to respond positively to the changing demands of a dynamic organisation with a small staff body.
- A good team player, you will be able to work supportively and responsively with other members of staff, tutors, managers and students.
- Confident, outgoing and approachable, whilst understanding when you need to be sensitive and discreet in dealing with staff and confidential information.

### **Desirable Experience**

- Procurement and contracts management.

- Event management.
- Experience of working either in the art world or in an educational institution.

**Other Requirements:**

- You will on occasion be required to work flexible hours as needed to cover evening or weekend events at the Academy e.g. Graduate show.
- Fluency in spoken and written English.
- A DBS check will be required.