

Post	Office Manager
Job Purpose	To ensure the professional operation of the Gabbitas offices on a day- to- day basis
Location	Gabbitas Offices, London SW1
Line Manager	Director of Finance and Operations
DBS	Enhanced
Job Category	Child Workforce

Background Information

Gabbitas Education Consultants is a long-established provider of support services to independent schools in the United Kingdom and internationally, as well as the recognised service for advice on UK preparatory and public schools and higher education.

Founded in the nineteenth century, Gabbitas has a reputation for excellence, which it has maintained through its long and distinguished history.

Gabbitas as part of the Prospects Group, an £80 million turnover education services company, has recently been acquired by Shaw Trust, a national charity working to create brighter futures for the people and communities we serve. Gabbitas is investing in an ambitious business development programme. We have challenging plans for growth while maintaining and enhancing our reputation for quality.

Job Description

Duties and responsibilities

- To liaise with Prospects IT department and Facilities management to ensure the smooth running of the office
- Working with the COO to provide HR support, including the inducting and training of new staff in office systems, policies and procedures
- To be the main company liaison with the Carlton Gardens management team regarding facility and maintenance issues.
- To be the main company liaison with office suppliers
- To be responsible for processing invoices related to office costs
- To be responsible for the upkeep of the company's business continuity folder and act as liaison with Prospects QBIT team for business continuity
- To assist the COO with preparation for ISO audits and compliance
- To supervise the reception area and ensure it is staffed appropriately, rota between Business Development co-ordinators and Gabbitas Staff for lunch cover
- Staffing reception each day meeting and greeting visitors/clients as they arrive and depart the office
- To be responsible for answering the main Gabbitas telephone line, screening calls and directing them to the relevant member of staff or taking accurate messages and forwarding them as appropriate
- To be responsible for monitoring the Gabbitas reception email and forwarding relevant enquiries to the Business Development Coordinators.
- To manage the meeting room bookings, ensuring all meetings are accurately recorded and rooms booked and invoiced appropriately
- To be responsible for preparing monthly booking cost sheets for the meeting rooms and forwarding them to Finance
- To assist with the processing of client consultation payments in conjunction with the consultant involved

- Arrange fire marshal and first aid training for selected staff members, and keep records up to date
- To be one of three petty cash facilitators
- To adhere to the company's Equalities and Diversity policy
- To be responsible for organising refreshments for visitors/clients, ensuring lunches and refreshments for meetings are pre-booked
- To set up meeting rooms as required and clearing after meetings, ensuring the kitchen area is kept as clean and tidy as possible at all times
- To be responsible for distributing the office post on a daily basis and for franking and organising post ready for collection by Royal Mail
- To be responsible for keeping the reception area neat and tidy at all times
- To be responsible for ordering all stationery and supplies for the office, ensuring the storage areas are kept tidy
- Other duties commensurate with the level and nature of the post

Personal Specification

- Excellent communication skills and manner to deal with a wide variety of people in different aspects of the role
- An ability to work independently and as part of a team
- A highly organised and professional approach
- A willingness to learn new skills and meet challenges head on
- Ability to network and work effectively with internal colleagues and external partners and clients
- A sense of humour and patience
- Knowledge of the UK independent education sector (advantageous)