

Job Description: Office Coordinator

Reports to: Office Operations Manager

Location: West London (this is a face-to-face role supporting office functions Monday to Friday)

Contract: Permanent

Pattern: Full Time (9am – 5.30pm)

Salary: £28,600 to £30,000 (depending on experience)

About the role:

The Office Coordinator will play an integral role in creating and promoting a welcoming, fun, and vibrant office culture. They will also support the Office Operations Manager in establishing and streamlining administrative as well as health and safety processes.

We are looking for someone who is organised and experienced professional with exceptional communication skills. The Office Coordinator should feel at ease when interacting with individuals and possess the ability to perform administrative tasks with precision and efficiency.

We want to ensure the office operations are efficient and add maximum value to Ark Central as well as providing a welcoming environment to all Central employees.

Role Objectives:

- Streamline the administrative processes
- Managing Central Estates office supplier contracts and invoices
- Facilitate completion of Office Management projects
- Support and liaise with organisation departments in relation to office management duties
- Maintenance reporting and tracking
- Supporting the Office Front Desk Coordinator with front of house duties
- Supporting the Office move in 2024

Key Responsibilities:

Supplier Management

- Develop and maintain good working relationships with suppliers and contractors
- Monitor office expenditure
- Managing supplier contracts and orders
- Engaging with suppliers to achieve efficiencies within the supply chain
- Ensuring the regular maintenance of equipment
- Actioning reactive repairs in a timely and cost-effective manner

Health and Safety and Facilities

- Working with Office Operations Manager to support the continued compliance of the Health and Safety risk assessments and supporting any additional measures where necessary
- Supporting the Office Front Desk Coordinator with the escalation of any health and safety issues and resolving where possible
- Willingness to undertake relevant training as the role requires

Facilities and Maintenance

- Log and investigate any maintenance issues arising with office appliances
- Supporting the Office Operations Manager with the scheduling of planned preventative maintenance
- Ability to identify and report on facilities maintenance issues

Projects and Change

- Liaising with various departments to implement Office Management procedures and processes
- Collaborating with the Office Operations Manager on larger Office Management projects
- Taking ownership of smaller projects in relation to Office Management

Finance

- Ensuring timely payments of invoices and following financial procedures
- Using finance systems such as Concur to accurately file and approve invoices and purchase requests including raising purchase orders
- Liaising with finance to accurately set up and report on supplier contracts

Administration

- Ensuring filing systems are up to date and accurate
- Archiving important company records and data
- Supporting the onboarding of new Office Management systems
- Collaborating with the Office Front Desk Coordinator to implement effective administrative procedures
- Dealing with internal matters and concerns and escalating to the relevant Team where necessary
- Overseeing stock management with support from the Office Front Desk Coordinator

Reception Duties

- Covering reception duties when necessary

Estates Support

- Supporting the wider Estates team with supplier set up and project assistance
- Deputising for Office Operations Manager to cover sickness and annual leave
- Undertaking any ad hoc duties as required

Person Specification: Office Coordinator

Qualifications

- Proven experience as an Office Coordinator or in a similar role
- Minimum 5 GCSEs, 9-4 (A*-C) or equivalent

Knowledge & Skills

- Outstanding written and oral communication
- Excellent customer service
- Knowledge of basic bookkeeping principles and office management systems and procedures
- Excellent knowledge of MS Office, and accounting software
- Working knowledge of office equipment (e.g., printers and franking machines)
- Organised with the ability to prioritise and multi-task
- Reliable with patience and professionalism
- Ability to work collaboratively
- Excellent logistic and strategic knowledge
- Experience with reporting on facilities maintenance issues
- Office move experience (desirable)

Personal Qualities

- Attention to detail
- Reliability
- Enthusiasm for new projects
- Flexible to a changing and developing role and environment
- Interested in own professional development
- Excellent work ethic and dedication to the role

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).