



Job Title: Office Manager
Employer: Xplore
Location: Various
Contract: Fixed-term
Salary: Dependent on experience & qualifications
Hours of work: 48
Department: Operations
Reporting to: Centre Manager

Role overview:

The Office Manager will focus on ensuring the organisational function of the centre through thorough planning and effective communication.

Person Specification

	Essential	Desirable
Qualifications	Full clean Drivers' Licence	Valid first aid certificate.
Experience	Organisational and Administrative	Previous involvement in this industry
Knowledge	Administrative processes and ideas Basic HR processes	Health and Safety Knowledge of this industry Safeguarding and welfare
Skills	Computer literate Communication using varying methods Proven planning & organisational skills	Proven leadership Welfare administration
Attitude	Flexible to meet the demands of the job. Standards driven Positive role model Understand, meet and exceed company and clients' expectations.	

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Responsibilities:

- To uphold and loyally represent decisions and policies of the company.
- To oversee the safety and well being of children, and accompanying adults, on site.
- To attend internal and external training courses organised by Xplore.
- Feed back safety issues to Centre Manager as they occur
- Resolve and action safety issues as required
- Deputise for the Centre Manager as required
- To coordinate and organise all paperwork and processes required in accordance with company guidelines
- Ensure a well-documented paper trail of each group
- Construct and maintain programmes for visiting groups and take into account their specific requests.
- To complete regular checks to ensure required standards are being upheld.
- Regularly liaise with Head Office.
- Manage welfare provision for all on site and maintain clear recording and reporting of any incidents
- To assist any person requiring medical treatment, or seeking professional help and record and report as required.
- To protect and conserve all properties belonging to the Company.
- Assess customer requirements and act accordingly.
- Any additional duties that may be required to maintain a quality service.
- Assist in the administration and monitoring of centre finances.
- To organise efficient duty rotas and programming.
- To assist the Chief instructor in the provision of induction and training of new arrivals
- To prepare and plan any aspect of programme execution.