



Acedale House

<https://acedalehouse.org.uk>

9 Mid Street
Bathgate
EH48 1PS

01506 438981

Acedale House Recruitment Pack

Post of Office Manager

Thank you for your interest in the post of Office Manager. This pack contains information on the post, the Job Description, Person Specification and the Application Form. Please note we do not accept CV's

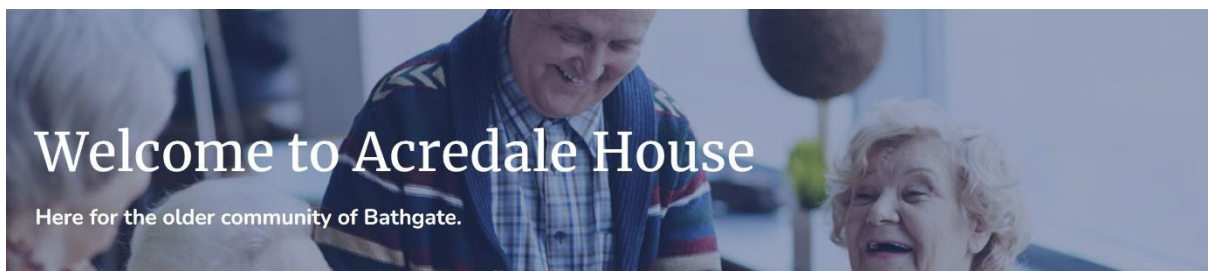
The closing date for Applications is Friday 4th March 2022 and we would anticipate holding interviews on week commencing 21st March.

For any further information or clarification you may need then please contact:

Anne Forrester

Manager

Tel. 01506 634288 or email manager.acedale@gmail.com



Advert

Office Manager – Acredale House

Part Time: 24 hours per week

Salary: £12.50 per hour. (FTE £22,750 per annum)

Location: 9 Mid Street, Bathgate West Lothian, EH48 1PS

The closing date for applications is 4th March 2022



<https://acredalehouse.org.uk>

Acredale House is a long established Day Centre providing a range of services to older people in the Bathgate and surrounding area.

We are now recruiting an Office Manager to develop and undertake administrative and financial duties. As a key member of the Staff Team the Office Manager will ensure high levels of organisational efficiency, effectiveness, communication and safety within the Centre and thus contribute to the smooth running of the Office, the company's procedures and day to day operation.

The Office Manager will often be the first point of contact for members of the public, visitors and contractors and will be required to project a positive and helpful image.

The post is for 24 hours per week, Monday – Thursday, 9.00am – 3.30pm

Payment is £12.50 per hour and a Work Place pension scheme is in place to which the Employer contributes 5%.

Application Notes

Please see job description, person specification and application forms available from "Downloads"
Completed application form to be submitted to: manager.acredale@gmail.com no later than 28th February 2022 or by post to: **Manager, Acredale House, 9 Mid Street, Bathgate, EH48 1PS.**
C.V.s will not be accepted.

Downloads: Application Pack

Acredale House is a Registered Company in Scotland No. SC245052 and a Registered Scottish Charity No. SC009635
Registered Office: 9 Mid Street, Bathgate, West Lothian, EH48 1PS. Phone 01506 634288

Job Description – Office Manager

Job Title:	Office Manager
Responsible to:	Centre Manager
Hours:	Mondays to Thursday, 9.00am – 3.30pm (24 hrs per week) (Occasional overtime may be requested)
Salary:	£12.50 per hour, £15,600 per annum (FTE £22,750 per annum)
Pension	A work place pension is in place to which the employer contributes 5%

Purpose of Post

As a key member of the Staff Team the Office Manager will ensure high levels of organisational efficiency, effectiveness, communication and safety within the Centre and thus contribute to the smooth running of the Office, the company's procedures and day to day operation.

The Office Manager will often be the first point of contact for members of the public, visitors and contractors and will be required to project a positive and helpful image.

Main Tasks

Reception cover.

- Answering enquiries both face to face and via the telephone or advise and / or pass on relevant information to fellow colleagues where appropriate;
- Respond to e-mails;
- Provide support to visitors and tradesmen.

General administrative support.

- Organise meetings, room hire and events and book staff training events;
- Provide word processing, spreadsheet maintenance and reprographics services;
- Maintain and update HR records including logging annual leave requests, sickness absence, TOIL and training;
- Assist with recruitment procedures through monitoring of applications, preparation of information packs and interview schedules;
- Maintain office stationery supplies and PPE;
- Manage and maintain internal office systems;

- Assist in the update of information on Centre activity and Client attendance;
- Update website, social media systems including Acredale's Facebook page.

Financial Administration

- Issue and record all petty cash transactions;
- Process and record invoices;
- Carry out monthly bank reconciliations;
- Submit monthly payroll information to our accountants;
- Enter all financial transactions in to our Spreadsheet Accounts;
- Assist Treasurer with preparation of Annual Budget;
- Research/Assist Funding Applications.

Office Maintenance

- Ensure that Acredale's facilities, equipment and infrastructure services are well maintained, efficient and cost effective and follow relevant legislation, policies and procedures;
- Ensure compliance with health and safety legislation and data protection requirements;
- Deal with enquiries regarding utilities and office equipment;
- Book repairs and scheduled maintenance for Acredale's mini-bus.



PERSON SPECIFICATION

Post: Office Manager - Acredale House

Please use this Person Specification to assist you in completing your application.

SPECIFICATION	Essential	Desirable
1 Experience		
Previous experience managing a small office including administration, facilities management, IT & finance,		X
Previous experience of financial transactions including bank reconciliations, payroll, financial spreadsheets and processing invoices.	X	
Ability to manage and maintain office systems.	X	
2 Knowledge/Skills		
Strong organisational skills.	X	
Good communicator, both written and oral.	X	
Highly numerate with a keen eye for detail.	X	
Skilled in use of MS Office applications, and knowledge of website and social media systems	X	
3 Personal Qualities		
Present self and operate in a professional manner.	X	
Excellent time management.	X	
Self-motivated.	X	
Flexible and responsive to change.	X	
Team player.	X	
4 Additional Requirements		
Full Driving Licence with no more than 3 penalty points		X
Enhanced disclosure	X	

Sections A to C and Section G (the first and last pages) will be detached from the rest of the application and that information will not be available to the appointments panel.

How to Apply

When completing your application please ensure that you pay close attention to the criteria outlined in the Job Description and Person Specification. CVs will not be given consideration.

In your supporting statement you should highlight any particular additional strengths that you believe you would bring to the post. Send completed application to manager.acredale@gmail.com or post to **Manager, Acredale House, 9 Mid Street, Bathgate, West Lothian EH48 1PS.**

Section A – Personal Details

First Name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Email	<input type="text"/>
Contact telephone number/s:	Home <input type="text"/>	Mobile	<input type="text"/>
	Work <input type="text"/>		

Section B – Health Information

Applications from disabled candidates are welcomed and we will make every effort to ensure a fair selection process. Please describe below any reasonable adjustments which you feel should be made to the job itself if you are successful, which would enable you to carry out the job duties:

Details:

Section C – General Information

Are you currently eligible for employment in the UK? Yes ☐ No ☐
(You will be required to provide proof of this before commencing employment)

REHABILITATION OF OFFENDERS ACT 1974 - If you have previously been convicted of any offences, please give details below unless the conviction can be regarded as “spent” in terms of the Rehabilitation of Offenders Act 1974. The position which you have applied for has been assessed as eligible for an Enhanced Disclosure check and this will be carried out prior to confirmation of employment.

Details:

Section D- Education and Training

Please list examination passes achieved at school or in further education

Candidate No.

Qualification / level	Subject	Grade

Please provide details of any higher education undertaken

University or college	Degree or qualification obtained	Duration

Please provide details of any professional qualifications held and not listed above

Qualification	Relevant body	Duration

Other training relevant to this application		
Name of Course	Provided by	Duration

Present or most recent employment

Name and address of employer:

Post:

Dates employed:

Reason for leaving:

Salary:

Notice required:

Summary of your duties and responsibilities related to the above post

Candidate No.

Previous Employment (Please continue on additional sheet if necessary)

Make sure you account for any gaps in your employment record.

Name and address of employer and nature of business	Dates		Post title and brief details of main duties	Reason for leaving
	From	To		

Section F – Supporting Statement

In this section please tell us about your previous experience of each of the Principal Areas of Responsibility for this post and cite specific examples of how you have demonstrated the Key Competencies required. Please continue on a separate sheet if necessary.

If the person specification for the role applied for requires a driving licence:

Do you hold a current full driving licence? Yes ☐ No ☐ Do you have access to a car? Yes ☐ No ☐

STORAGE OF SENSITIVE INFORMATION

The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by Acredale House.

We will store this Application Form in a secure and safe manner. The information gathered on the form will be retained for no longer than is necessary for the purposes of processing the application.

I authorise the collection of this information by Acredale House so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access, according to the Data Protection Act 1998, the information regarding my personal data that is kept by Acredale House, by providing a written request. I can also request the correction, addition, or elimination of any data through this written request.

Signature _____ Date _____

DECLARATION

I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying pages of the application form are complete and true and will be treated as part of any subsequent contract of employment. I understand that any false or misleading statement or any significant omission could result in termination of employment should I be subsequently employed as a result of submitting this application.

I understand that any offer of employment will be subject to receipt of evidence of my eligibility to work in the UK, satisfactory references, satisfactory Disclosure results and a probationary period. I authorise Acredale House to verify information contained in this application via telephone, e-mail, fax or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions, health information and/or other details provided should this be necessary.

Signature _____ Date _____

Section - G**Equalities Monitoring Form****Mark your answers with an X****What is your gender?**

Male	Female	Transgender	Prefer Not To Say
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Age:

16-25	26-35	36-45	46-55	56-65	65+	Prefer Not To Say
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What is your date of birth?

	Prefer Not To Say
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Which of the following options best describes how you think of yourself?

Heterosexual/Straight	Gay/Lesbian	Bisexual	Other	Prefer not to say
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What religion, religious denomination or body do you belong to?

None	Church of Scotland	Roman Catholic	Other Christian	Muslim
Buddhist	Sikh	Jewish	Hindu	Pagan
Other, please specify:			Prefer Not To Say	

Do you have a physical or mental condition or illness lasting or expected to last 12 months or more?

Yes	No	Don't Know	Prefer Not To Say
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Does this condition affect you in any of the following areas?

Vision	Mental Health
Hearing	Stamina, fatigue or breathing
Mobility	Learning, understanding or concentrating
Dexterity	Socially or behaviourally
Memory	None of the above
Other, please specify:	
Prefer not to say	

What is your ethnic group?Choose ONE section from A to F, then mark with an **X** that which best describes your ethnic group or background**A - White**

Scottish	Other British	Irish	Romany Gypsy	Irish Traveller
Other white ethnic group, please specify:				

B– Asian, Asian Scottish or Asian British		
Pakistani, Pakistani Scottish or Pakistani British	Indian, Indian Scottish or Indian British	Bangladeshi, Bangladeshi Scottish or Bangladeshi British
Other, please specify:		
C – African		
African, African Scottish or African British		
Other, please specify:		
D –Caribbean or Black		
Caribbean, Caribbean Scottish or Caribbean British	Black, Black Scottish or Black British	
Other please specify:		
E – Other ethnic group		
Arab, Arab Scottish or Arab British		
Other, please specify:		
F – Prefer not to say		
Prefer not to say		