

Job Description

Job title	School/College Administrator
School / department	[as appropriate]
Grade	4
Line manager	Senior Administration Officer (Registry) with a dotted line to the Head of School/Dean of College
Responsible for	None

Main purpose of the job

To provide a high level of administrative support to the Head of School/Dean of College and subject heads; to be a professional first point of contact for the School/College. Key functions will also include supporting the school with administrative, HR, Finance and facilities related tasks.

Key areas of responsibility

1. Administrative Support to the Head of School and Subject Heads

- To act as first point of contact for the School/College, for staff, students and visitors.
- To prepare agendas, reports and papers and take minutes of meetings of the School/College Executive and other ad hoc meetings as required. To provide support to the Head of School/Dean of College with the administration, and co-ordination of Committees and meetings as required.
- To arrange regular meetings (School/College staff meetings, research meetings and industrial partnerships etc.) including the booking rooms arrangement of catering facilities and the taking and distributing accurate minutes in a timely manner.
- To assist the Head of School/Dean of College and heads of subject with the management of their diaries. To assist with the arrangements of meetings and to co-ordinate and negotiate conflicting demands in order to schedule priority meetings as necessary.
- To assist the Head of School/Dean of College with arrangements for external and internal events.
- To receive guests and visitors on behalf of the School/College and provide or organise hospitality as requested.
- To assist the Head of School/Dean of College with ad hoc projects as and when necessary.
- To receive external and internal correspondence and, whilst keeping the Head of School/Dean of College acquainted with the contents, to proceed on own initiative to seek reports, collect information and draft replies.

2. Administrative Support to School Staff

- To provide support, advice and guidance on administrative, HR and financial procedures to staff in line with University policies, acting as a point of contact on their behalf with other departments.
- To help organise travel arrangements including overseas travel and accommodation for the Head of School/Dean of College, Heads of Subject and staff (including external examiners where required) in line with University policy.
- To ensure that staff have completed the required risk assessment forms for UK student field trips and overseas trips and all forms have been signed off by the Head of School.

- Coordinate the completion of student attendance data and unused classroom information, acting as a point of liaison with the University's timetabling team.
- Maintain and update as necessary the School/College external website presence, internal SharePoint site, Student Portal content and social media presence (as directed by the Head of School/Dean of College and in liaison with Marketing & Recruitment).

3. Staff and HR Related Administrative Support

- Provide support for all recruitment processes for the School/College in liaison with HR.
- To liaise with new HPLs to ensure all required paperwork (proof of right to work, references) have been completed and received and that HPLs are aware of University policy and procedures (e.g. student attendance monitoring).
- To monitor and raise the contracts for existing hourly paid staff.
- To liaise with HPL and HR regarding enquiries relating to pay.
- Assist with induction of new staff – ensuring all necessary equipment/facilities are arranged in advance (IT, office, phone etc.). First day introduction to School/College environment and facilities and team. Issuing of the staff ID card.
- Liaising with Guest Speakers regarding the UWL payment process, to manage the payment process for Guest Speakers ensuring all relevant documents are sent to Finance/Payroll.
- To record staff sickness on MyView, as delegated by the Head of School/Dean of College.

4. Financial Processing & Procurement

- To maintain an awareness and observation of the Financial Regulations.
- To manage all finance related administration within the School/Dean of College and support the Head of School/Dean of College in the monitoring of the School/College budget.
- To manage the processing and authorising of expenses claim forms submitted by staff ensuring the expenses are allowable and are supported by the correct documentation.
- To manage the processing and authorising of Expenses Claims and Fee claims from External Examiners ensuring expenses claims are supported by the correct documentation and that fee claims are correct as per their Annual Written Agreement.
- To deal with enquiries regarding invoice payment from external organisations in a professional and re-assuring manner so as to maintain a good customer/client relationships on behalf of the University.

5. Facilities and Office Management

- To perform duties related to Facilities Management for the office, including; reporting maintenance issues and monitoring progress.
- Ordering stationery and office supplies to ensure the smooth running of the school.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	A degree or equivalent qualification	
Knowledge and experience	<p>Relevant administrative experience</p> <p>Experience of working in a customer-facing office environment, involving both data inputting and contact with customers</p> <p>Background in Business</p>	<p>Previous experience of minute-taking</p> <p>An understanding of working within an education environment</p>
Specific skills to the job	<p>Excellent IT skills, including MS Office applications and understanding of computer systems and appropriate software, databases and e-mail</p> <p>Ability to respect a high level of confidentiality at all times</p>	The ability to set-up and maintain an efficient and up-to-date filing system
General skills	<p>Strong organisational skills</p> <p>Ability to prioritise own workload effectively</p> <p>Ability to balance a conflicting workload</p> <p>Ability to work as a flexible and effective member of a team in a changing environment and frequently under pressure</p> <p>Able to work methodically</p>	
Other	<p>Understanding of cross-cultural awareness, working with a diverse community</p> <p>Able to communicate with a wide range of people at all levels in and outside the university</p> <p>A flexible approach to working hours</p>	
Disclosure and Barring Scheme	This post does not require a DBS check	

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.