

Job Description

Job title	Schools Administrator
School / department	School of Film Media and Design
Grade	4
Line manager	Head of School (HOS)
Responsible for	This role does not hold any direct reports

Main purpose of the job

To provide a professional first point of contact for the School, ensuring that all enquiries are responded to in a timely, efficient manner, and undertaking ad hoc project work as required/necessary.

To service the School Executive meetings and provide administrative support to the Head of School in all matters relating to School finance, business planning, quality assurance, and organisation of School events (internal and external).

To provide high level administrative support to the Head of School.

This is a full-time appointment requiring a flexible approach to work and working hours.

Key areas of responsibility

Administration

- To provide a high level of administration support and organisation for the planning processes within the School.
- To act as first point of contact for the Head of School and the Heads of Subject in the School.
- To manage the Head of Schools diary and assist the Heads of Subject with the management of their diaries, to maximise effective and efficient meeting arrangements for internal and external School/University developments.
- To act on and prioritise requests for meetings on behalf of the Head of School, including liaising with internal and external clients.
- To prepare agendas, reports and papers and take minutes of meetings of the School Executive.
- Monitor the attendance of attendees and their related agenda items on a weekly basis. Contribute to the content and carry out 'actions'.

- To be the information/continuity link with Senior Managers of the University, all sections of the University, organisations and members of the general public
- To liaise and organise meetings with UK and International Partners. Problem solving and trouble-shooting, and routine liaison between institutions.
- To support the Assistant Registrar in the preparation of School Boards when necessary.
- To provide support to the Head of School with the administration, and co-ordination of Committees and meetings as required.
- Ensure that relevant papers for meetings are prepared sufficiently in advance, assisting the Head of School with time management and productivity.
- Manage and maintain an excellent filing system for both electronic and paper documents.
- To construct and maintain staff and student distribution lists to facilitate information being swiftly delivered to various groups within the School.
- Ensure that 'Contacts' are created and maintained for collaborative and external partners to assist with the speedy connection/distribution of relevant paperwork.
- Proceed on own initiative to seek reports and collect information as appropriate on matters that relate to the School.
- Design and produce documents involving data on performance of the school. Such as performance reports, reports on bids and tenders etc.

Finance

- To liaise with the central university departments e.g. Finance, HR, Marketing on behalf of the School as requested by the HoS.
- To undertake a wide range of finance related administrative tasks and projects within the School and support the HoS in the monitoring of the School budget.
- Be responsible for the finalisation of the 'Annual Commitment Report' and amend orders on Parabilis accordingly. This facilitates the finalisation of the Schools year end budget.
- To manage the processing of orders, invoices and procurement expenditure against a range of budget codes on behalf of the School. Managing the costing and expenditure of various budgets within parameters set by the HoS and within the Financial Regulations.
- Be responsible for reconciling procurement card usage across the School.
- Be responsible for organising and requesting that complex invoices are raised for Collaborative Partners adhering to information provided by the Management Accountant and the Planning Office. This requires a high level of attention to detail to ensure that the correct amounts are being sought.
- To authorise expenses claims for staff within the School on behalf of the HoS.

- Raise and approve 'Purchase Orders' on Parabilis for the entire School, on behalf of the HoS.
- Be the main contact for External Examiners with regard to their fees and expenses claims. Approve these on behalf of the HoS LSFMD requiring an in-depth knowledge of their Annual Written Agreements and in line with financial regulations and adhering to deadlines.
- To undertake and solve enquiries in connection with invoice payment from external organisations in a professional and re-assuring manner so as to maintain a good customer/client relationship on behalf of the University.

Staff related

- To co-ordinate and organise travel arrangements for staff within the School, adhering to budget constraints and ensuring that it is in keeping with the University Financial Regulations.
- Manage and monitor staff annual leave requests in relation to business-critical activities such as 'Clearing', Module Assessment Boards (MAB's) and Progression Assessment Boards (PAB's). Authorise annual leave requests (on myview) on behalf of the HoS.
- To receive external internal correspondence and, whilst keeping the HoS acquainted with the contents, to proceed on own initiative to seek reports, collect information and draft replies.
- To monitor and process the contracts for hourly paid staff when required.
- To assist the HoS and colleagues with the processing of requests for staff development.
- To co-ordinate the School Appraisal HoS and return to the Director of Staff Development to assist with reporting to VCE.
- To co-ordinate, in liaison with the HoS LSFMD arrangements for external and internal student/staff events. Contributing to their successful delivery.
- To support the HoS LSFMD with the organisation of student events where necessary.
- To deal with routine written and telephone enquiries from the public which may include calls from students and irate parents. Requiring the ability to decide if calls need escalating as a matter of urgency.
- To advise, support and assist School Staff with such administrative information as they may need, acting as a point of contact on their behalf with other departments as may from time to time be required.
- To receive guests and visitors on behalf of the HoS /School and provide or organise hospitality as requested.
- To assist the HoS with ad hoc projects as and when necessary.
- Conduct ad hoc training sessions for School staff on the use of university systems and various IT packages to ensure shared knowledge and improve efficiency.

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 relevant work related experience.	Relevant Post Graduate or Professional Qualification
Knowledge and experience	<p>Successful experience at a senior administrative level, dealing with a wide range of duties, administrative procedures and responsibilities.</p> <p>Experience of diary management.</p> <p>Experience of administering financial accounts and budgets.</p> <p>Experience of organising events.</p> <p>Experience of working as part of a team.</p> <p>Experience of maintaining accurate records and documents to fulfil successful audit trails, plan work-loads, review and evaluate.</p> <p>Excellent IT skills, especially MS Office applications, and understanding of other appropriate software, including databases and e-mail.</p> <p>In depth knowledge of financial and accounting procedures.</p> <p>Ability to manipulate data using a variety of bespoke packages.</p> <p>Experience of minute taking.</p> <p>Be able to multi-task.</p> <p>Exceptional attention to detail.</p>	<p>An interest in Film, Media and Design subjects.</p> <p>Experience of working in Higher Education</p> <p>Supervisory skills/experience.</p>
Specific skills to the job	<p>Excellent organisational skills and the ability to prioritise tasks and manage time under pressure.</p> <p>Be responsible for own area of work without supervision.</p>	Familiarity with electronic means of communication such as Blackboard/UnitE/Myview/Parabilis/Portal.

	<p>Ability to establish and maintain excellent professional relationships with colleagues internally and external to the University.</p> <p>Ability to work to and maintain high standards, understanding the importance of confidentiality and other sensitive data at all times.</p> <p>To understand the importance of data integrity.</p> <p>Good organisational and secretarial skills.</p> <p>Maintain high standards and quality of work.</p> <p>Be prepared to train and develop within the role.</p>	
General skills	<p>Effective communication skills, both oral and written and good interpersonal skills</p> <p>An appreciation of customer service in a student-centred environment and the ability to enhance the service whenever possible.</p> <p>A flexible and mature approach to work and the ability to establish and meet personal priorities in a busy environment.</p> <p>Demonstrable ability to consult with other members of the team and prioritise accordingly.</p> <p>The ability to respond flexibly and positively to changing requirements, however these may be caused.</p> <p>To be a confident and positive individual with persistence and determination.</p> <p>To be a motivated individual who is able to use their own initiative to complete tasks to a wide range of deadlines.</p> <p>Continue to proactively further my personal career development within the role.</p>	
Disclosure and Barring Scheme	This post does not require a DBS check	
<p>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.</p>		

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.