

Job Description

Job title	School Administrator
School / department	School of Biomedical Sciences and Geller Institute of Ageing and Memory
Grade	4
Line manager	Head of School & Director of Geller Institute of Ageing and Memory or another nominated supervisor/manager
Responsible for	N/A

Main purpose of the job

To provide a high level of administrative support to the Senior Administrator, the School and the Geller Institute of Ageing and Memory (GIAM). Key functions will include supporting administrative, Finance, HR, and Facilities related tasks.

Key areas of responsibility

- **Administrative Support to the Senior Administrator**
 - To provide administrative, financial, HR and facilities support in line with university policies.
 - Acting as a point of contact on their behalf with other internal departments.

- **Financial Processing & Procurement**
 - To maintain an awareness and observation of the Financial Regulations.
 - Place orders and raise POs for laboratory and research supplies using the appropriate finance systems.
 - Maintain and update PO and invoicing trackers.
 - Liaising with the financial teams to ensure payments are made in a timely manner.
 - Invoice reconciliation and support payment from/to external suppliers in a professional and re-assuring manner to maintain a good customer/client relationship on behalf of the University.
 - To help organise travel arrangements including overseas travel and accommodation for staff in line with university policy.

- **Staff and HR Related Administrative Support**
 - To liaise with hourly paid lecturers (HPLs) and Visiting Fellows 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 and Patient and Public Engagement and Involvement (PPIE) participants.
 - To liaise with finance and HR regarding enquiries relating to HPL, Visiting Fellows, and PPIE payments.
 - 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.

- Provide support for all recruitment processes for the School/College and GIAM in liaison with HR.
- **Facilities and Office Management**
- To perform duties related to Facilities Management and School/College and GIAM operations.
- Support maintenance of offices.

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>Relevant experience of preparing agendas, reports and papers and taking minutes of meetings.</p> <p>Experience of working in an operations focussed, fast paced environment, supporting a wide range of administrative, Finance, HR, and Facilities related tasks.</p> <p>Experience of working in a customer-facing office environment, involving both data inputting and contact with customers</p>	An understanding of working within a higher education/ research environment.
Specific skills to the job	<p>Excellent IT skills, including MS Office and financial applications.</p> <p>The ability to set-up and maintain efficient and up-to-date filing systems.</p> <p>Understanding of computer systems and appropriate software, databases and e-mail.</p> <p>Ability to maintain a high level of confidentiality at all times.</p>	

General skills	<p>Strong organisational skills.</p> <p>Ability to prioritise own workload effectively.</p> <p>Ability to work in a fast-paced environment, balancing a conflicting and varied workload.</p> <p>Ability to work as a flexible and effective member of a large academic team.</p> <p>Able to work methodically when under pressure to tight deadlines.</p>	
Other	<p>Understanding and experience of working with a diverse community.</p> <p>Able to communicate with a wide range of people at all levels within and outside the university.</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> <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.</p>		