

Job Description

Job title	Administrative Assistant PESU
School / department	College of Nursing, Midwifery and Healthcare
Grade	4
Line manager	Sue Quayle
Responsible for (direct reports)	NA
Date of creation or review	16/01/2025

Main purpose of the job

Undertake the allocation and administration of placements by working collaboratively with practice partners and stakeholders

Respond effectively and appropriately to student, academic staff and stakeholder enquires about practice placements.

Establish and maintain effective and professional working relationships, while contributing to the delivery of efficient practice education support services.

Key areas of responsibility

Facilitate the placing of students on the College of Nursing, Midwifery and Healthcare courses, through planning mapping as well as negotiating with external bodies in the utilisation of suitable placements, while acting as a point of contact for students on the course, staff and external partners.

Ensure students and practice colleagues are informed of placement allocation in a timely fashion in accordance with the overall placement strategy.

Work in co-ordination with CNMH and external stakeholders in the maintenance and update of ARC database as well as any related IT (e.g. Practice Education Portal for the allocation of students in practice placements).

Ensure student learning activities are accurately recorded in a timely fashion to ensure dispatch to the NMC for professional registration.

Assist as required with any cross-college initiatives or activities which may arise from time to time, such as external quality audits.

Support with the production of student and programme data required for planning and management purposes within the college.

Facilitate and monitor student clearances to ensure students able to attend practice placements on time.

Support academic staff with information required for student progression.

Able to resolve standard day to day problems as they arise.

Monitoring and processing student travel expenses via the on line digital system.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

Mainly office based

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	Educated to A2 level or BTEC level 3	Essential	x		
	GCSE grade A*-C or 9 to 4 in Maths and English or function skills level 2 Maths and English or equivalent	Essential	x		
	Degree or equivalent	Desirable	x		
Knowledge and experience	Working with Microsoft office suite, e.g. Word and Excel	Essential	x		
	Demonstrable level of proficiency in written work	Essential	x	x	
	Knowledge of the health care sector	Desirable	x		
Specific skills to the job	High level communication skills with stakeholders and students	Essential	x	x	
	Able to work as a team member	Essential	x	x	
	Able to plan and prioritise own workload	Essential	x	x	
	Able to work independently	Essential	x	x	
	Able to work well under pressure	Essential	x	x	
	Ability to take the initiative and find solutions to problems	Essential	x	x	
General skills	Commitment to continuing professional development	Essential	x	x	
	Ability to support the development of others	Essential	x	x	
Other					

Disclosure and Barring Scheme Is a DBS Check required:  This post does not require a DBS check 

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹Essential 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, to determine which applicants to shortlist.

²Demonstration: Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.