

## ADMINISTRATIVE ASSISTANT

Job Ref: REQ171209

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### About School and College Liaison team

Further information about the School and College Liaison team is available here:

[www.lboro.ac.uk/study/school-college-liaison/](http://www.lboro.ac.uk/study/school-college-liaison/)

### Job Description

#### Job Grade:

Administrative Services Grade 4

#### Job Purpose

To assist in the organisation of recruitment and outreach events, manage office-based procedures and to provide administrative support for colleagues working in the area of student outreach and recruitment.

#### Job Duties

- Work closely with the School and College Liaison team in the organisation of outreach and recruitment activities, including booking rooms, arranging catering, preparing materials, and organising student ambassadors
- Liaise with partner schools and colleagues regarding the timing and content of visits and activities. Ensuring that all necessary paperwork is returned and completed correctly
- Maintain a diary of events for the team including on and off campus activities, resolving clashes and taking responsibility for rescheduling events when necessary in consultation with relevant staff
- Help support the office on a day-to-day basis to ensure that it runs effectively and efficiently. This will include dealing with enquiries (telephone, email and post), making travel arrangements and maintaining files and equipment
- Coordinating the recruitment, training and deployment of student ambassadors including handling queries about events and processing payments
- Handling routine financial procedures including raising invoices, processing expenses forms and purchasing card transactions. Liaising with the Finance Office when queries arise
- Assisting with monitoring and evaluation including data entry into the East Midlands Widening Participation Research and Evaluation Partnership database as well as monitoring the progress and validating the data entry to facilitate the tracking of event participants
- Supporting the organisation of meetings and taking notes as appropriate
- To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post, as directed by the Senior Outreach Officer
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the School and College Liaison Manager and the relevant line manager.

**Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

**Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

**Organisational Responsibility**

Reports to the Senior Outreach Officer.

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a busy office environment.	1,3
	Experience of working as part of a team	1,3
	Experience of events organisation	1,3
Skills and abilities	Excellent administrative and organisational skills including a good standard of numeracy	1,3
	A methodical and flexible approach to tasks, including effective forward planning, attention to detail and the ability to work under pressure and to tight deadlines	1,3
	Good working knowledge of IT applications – Microsoft Office Packages including Outlook, Word and Excel. Ability to use databases, including queries and reports	1,2,3
	Problem solving skills	1,3
	Tact, discretion and diplomacy	1,3
	Excellent attention to detail	1,3
	Prioritisation and time management skills	1,3
	Excellent interpersonal (written, oral and presentational) and customer service skills	1,3
	The ability to work independently or as part of a team	1,3
	Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required
Qualifications	Educated to A level standard or equivalent	1
	GCSE Grade C or equivalent in English and Mathematics.	1
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of organising meetings and note taking	1,3
	Experience of working with young people and schools/colleges	1,3
Skills and abilities	Experience of routine financial procedures	1,3

## Conditions of Service

The position is full time and open-ended. Salary will be on Administrative Services Grade 4, £19,850 - £23,557 per annum, subject to annual pay award. Starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to David Hollis, Senior Outreach Officer by email at [D.G.Hollis@lboro.ac.uk](mailto:D.G.Hollis@lboro.ac.uk) or by telephone on 01509 228837.

## Applications

The closing date for receipt of applications is **9 January 2018**.

Interviews will be held on **19 January 2018**.