

School Administrator

Job Ref: REQ240328

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade:

Administrative Services Grade 4

Job Purpose:

To carry out a wide range of administrative duties across the School, particularly focusing on HR, recruitment, meetings support, research support and coordinate the School's additional University Teachers (UTs).

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.

Job Duties:

- Provide administrative support to Heads of Department and other members of the School Management Team. This may include booking meetings, attending those meetings, producing agendas, papers and minutes. Other support may include diary management, booking travel and accommodation for visits, or other support as required.
- Organise requests for additional teaching support on modules. Set up University Teacher (UT) contracts and organise payment claims by the UTs. Report claims totals to the Operations Manager.
- Administer the recruitment of new members of staff, including research staff, working with the central HR department and school team members.
- Working with academic colleagues, coordinate inductions for new members of staff, ensuring that they have an allocated desk, IT equipment and any other equipment that they need.
- Organise rooms for members of staff, liaising with the Technical Manager or Operations Manager as required.
- Log sickness and absence for members of staff on the HR system.
- Organise contract extensions as required for members of staff (including researchers), liaising with HR and the research office.
- Purchase goods, stationery, travel or other services for research projects or for the School as needed.

- Provide administrative support for ad hoc events, such as conferences; organise travel and accommodation bookings and other support as required.
- Assist with day-to-day handling of enquiries on phone or email, passing information to appropriate members of the team. Distribute post to colleagues.
- Undertake general clerical duties such as photocopying, scanning, filing and laminating documents.
- Ensure compliance with relevant University policies and procedures.
- Undertake training and development deemed appropriate for the position.

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 Equity & 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 Management Support Administrator.

Person Specification

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	Previous relevant experience of working in a busy office environment.	1,3
	Experience within a student or other customer- focussed environment.	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
	Experience of working individually and as part of a team.	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment.	1,3
	Able to work under pressure and keep to deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people in a professional manner.	1,3
	Able to work with accuracy and attention to detail.	1,2,3
	Able to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
	Able to take actions for meetings.	1,3
	Training	Demonstrate evidence of having undertaken further training.
Adopt new procedures as and when required.		1,3
Qualifications	A level education or equivalent, or significant equivalent experience.	1
	GCSE Grade C or equivalent in English and Mathematics, or significant equivalent experience.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of Loughborough University administrative procedures.	1,3
	Experience of Loughborough specific systems and procedures.	1,3
Skills and abilities	Skills using relevant Loughborough University IT systems e.g. iTrent, LUSI, Agresso, LEARN.	1,3
	Understanding and knowledge of relevant legislation e.g. SENDA, Data Protection Act, Freedom of Information etc.	1,3

Conditions of Service

The position is full time and open ended. Salary will be on Administrative Services Grade 4, £23,700 to £27,181 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for Staff Grades 1-5, 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 can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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/az/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 equity 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/>