

## School Administrator - School of Nursing and Midwifery - Grade E

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### Job Description

#### **Purpose**

To provide a comprehensive administrative service to the School Leadership team as part of the School Management Office. Role holders are expected to work collaboratively and flexibly to meet ongoing business requirements, maintain appropriate cover and coordinate the full range of administrative functions. This may involve changes to responsibilities and working in different areas as required.

#### **Duties**

1. To provide clerical support to members of SLT including diary management for Associate Deans including dealing with enquiries, drafting correspondence, arranging meetings, receiving visitors, preparing papers and assisting with reports.
2. To arrange and service meetings relating to the School including the preparation of agendas, minuting of meetings, distributing action sheets, maintaining up-to-date records, and undertaking any follow up. Specifically supporting joint Lancashire Teaching Hospital Trust meetings and Apprenticeship meetings.
3. To work as part of the wider School Management Office team to monitor and deal with enquiries through the generic shared email, maintaining appropriate office cover and supporting a range of administrative functions in support of the School Operations Manager as required.
4. To work with the Academic Support Officer to provide assistance for finance processes on behalf of the School, purchasing goods and services in line with Financial Regulations.
5. To support with the recruitment of staff in liaison with the People Team, including organising interview arrangements in line with recruitment procedures and act as a point of contact for the coordination of recording sickness absence for academic staff in line with the University process.
6. To maintain records of professional body registration, renew Lancashire Teaching Hospital Trust staff accounts and support the administration for setting up and recording staff development and teaching observations.
7. To act as a central point of contact for the School for other Professional Services such as External Relations, Estates, LIS, Finance, etc. in relation to restructures, staff changes, staff recruitment and assist with access of space allocation; distribution of keys. To be proactive in signposting staff to self-service systems and guides as appropriate.

8. To provide support for activities specific to the School and to liaise with the School lead for Quality and AQU to support External Examiner recruitment.
9. To support where required, University wide-events such as Open/Applicant Days, Clearing, Graduation, Welcome and Registration.
10. To comply with legislation and regulations on GDPR, freedom of information and maintaining standards of security and confidentiality.
11. To proactively engage in relevant personal and professional development to ensure currency of skills and knowledge required by the School making a positive contribution to the team.
12. To undertake any other duties as appropriate.

On occasion weekend/evening work may be required.

#### Person Specification

##### Knowledge, Skills, and Behaviours (Essential)

- Experience of diary management.
- Experience of managing varied and demanding workloads.
- Experience of servicing meetings, minute taking, organising, updating, and maintaining accurate records and information with attention to detail.
- Experience of Financial administration.
- A range of GCSEs, including English Language and Maths at Grade C or above, or appropriate equivalent experiential learning.
- Word Processing/typing/IT qualification or demonstrable equivalent experiential learning.
- Evidence of strong written and verbal communication skills.
- Ability to meet conflicting deadlines and prioritise own workload.
- Evidence of proficiency in the use of IT and Microsoft Office suite of packages and digital technologies.
- Ability to work collaboratively with all key stakeholders and colleagues to contribute positively to the team.
- Evidence of working unsupervised, with the ability to adapt to change, be solution-focused, use own initiative and make decisions.
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours.

##### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of working in an education environment.
- Level 3 qualifications (e.g. A-levels, BTECs, T-levels).
- Audio typing skills or willingness to learn.