**BISHOP GROSSETESTE UNIVERSITY**

**JOB DESCRIPTION**

Title of post School Administrator

Grade: Grade 3

Responsible to: Schools Administration Office Team Leader

**Job Summary**

To provide a range of administrative services to the Bishop Grosseteste University Academic Schools.

**Specific Duties and Responsibilities**

1. To undertake general office duties and provide administrative and secretarial support for the management and academic staff of the Schools.

2. To receive and respond to routine enquiries relating to the work of the Schools from staff, students, and members of the public, referring these to appropriate staff as necessary.

3. To provide assistance in the preparation and professional management of a wide variety of documents (electronic and paper), also using systems and software such as virtual learning environments, document repository systems and originality/plagiarism detection software, in accordance with relevant manuals, Codes of Practice and formatting guidance.

4. To assist in providing service to Schools’ committees, including preparation and circulation of agenda and papers, taking minutes and circulation of outcomes.

5. To maintain and update student records, including assessment outcomes, using both electronic and paper storage systems as required.

6. To format student references in the agreed style, update as required at the agreed intervals and dispatch on request.

7. To assist in the administration, monitoring and reporting of Schools’ budgets.

8. To maintain appropriate records of actions, documents, correspondence and other communications as appropriate.

9. To assist in the organisation of academic-related activities such as educational visits, events and placements.

10. To provide focused support in relation to one or more of the following, as agreed and reviewed regularly:

a. specific programme(s) and their academic teams

b. partnership activity including the placement of students

c. specific projects including international projects

### PERFORMANCE MONITORING AND REVIEW

11. To attend appropriate training and staff development sessions and participate in the staff appraisal process.

12. To provide written reports on activity as requested.

### HEALTH AND SAFETY

13. To discharge all relevant health and safety responsibilities.

### GENERAL

14. To maintain professional standards in relationships, including non-discriminatory practices.

15. To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.

16. To undertake any other duties as may reasonably be required.

### MAIN CONTACTS

Schools & Student Administration Manager

Academic Staff

Schools Administration Office Team Leader

Schools Administration Support Coordinator

Placement Administrators

Other School Administrators

### LIMITS OF AUTHORITY

The post-holder must operate within the University’s guidelines, procedures and regulations.

The post-holder must operate within the University’s Financial Regulations, Diversity and Equality Policy, and other relevant University policies.

PERSON SPECIFICATION

**School Administrator**

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|  | **Core** | **Supplementary** |
| **Education/**  **Qualifications**  **and Special Training** | Good standard of education including English and mathematics/numeracy at least at level 2. | Educated to A level or NVQ3 or suitable equivalent experience. Secretarial or administrative qualification. |
| **Knowledge and Skills** | Effective and accurate office and administrative skills.  Excellent IT skills (Word, Excel, databases, email, internet)  Able to work to tight deadlines, and to prioritise and organise own work  Efficient servicing of committees, including the timely production of accurate, concise and clear Minutes.  Ability to accurately record, monitor and report financial information.  Understanding of H.E. support for NQTs. | An understanding of teacher development courses and training routes is also desirable |
| **Experience** | Experience of working in a very busy office environment, working under pressure and managing competing deadlines.  Experience of giving excellent client-centered customer service.  Experience of working with schools.  Experience of working with eRPD/PRO (the placement database in use at BGU). | Experience of working within higher or further education.  IT experience related to virtual learning environments such as Blackboard, document repository systems such as SharePoint and originality detection software such as Turnitin. |
| **Personal Attributes** | Conscientious, enthusiastic and self-motivated  Methodical, accurate, paying attention to detail.  Adaptable to changing requirements and priorities  Excellent inter-personal skills  Proactive problem solver  Innovative  An effective Team Player  Willing to undertake further training as required.  Committed to the success of the University and being prepared to work hard to achieve it. |  |