

**BISHOP GROSSETESTE UNIVERSITY
JOB DESCRIPTION**

Title of post	Administrator
Grade:	Grade 3
Responsible to:	Senior Administration Officer

Job Summary

To provide a range of administrative services to the Faculty Administration Office in particular the use of relevant online administrative systems that support the student journey – e.g. mark entry in the SRS system, Turnitin and uploading blackboard assessment materials.

Specific Duties and Responsibilities

1. To assist with all student submission of academic work through either Turnitin or the Helpdesk i.e ensuring all folders have the appropriate marking grid attached, ensuring folders open and close at the appropriate times.
2. To ensure all student work is marked and moderated prior to the published handback date.
3. To upload all relevant work to the External Examiners Blackboard area in a timely manner.
4. To accurately download marks from Turnitin and import to the Student Records System or manually enter marks whilst ensuring the integrity of the data.
5. To undertake general office duties and provide support to the Administrator Leads as required.
6. To receive and respond to routine enquiries relating to the work of the Faculty Administration Office from staff, students, and members of the public, referring these to appropriate staff as necessary.
7. To provide assistance in the preparation and professional management of a wide variety of documentation (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.
8. To provide professional administrative support to Faculty committees, University Validation Events, Board of Examiners and other relevant committees, including preparation and circulation of agenda and papers, taking minutes and circulation of outcomes.
8. To maintain and update student records, including assessment outcomes, using both electronic and paper storage systems as required.
9. To assist with purchase orders and petty cash claims in accordance with the University's Financial Regulations.

10. To maintain appropriate records of actions, documents, correspondence and other communications as appropriate.
11. To provide written reports on activity as requested.
12. To assist in all admin work.
13. To support key University event such as MA Weekends, Graduation, Enrolment/Re-enrolment.
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 attend appropriate training and staff development sessions, and participate in an annual appraisal process.
17. To comply with the University's Health and Safety Policy, legislation and practice.
18. To maintain professional standards in relationships, including non-discriminatory practices.
19. To undertake any other duties as may reasonably be required, including administrative duties appropriate to the role.
20. The post-holder must operate within the guidelines, procedures and regulations of Bishop Grosseteste University.

PERSON SPECIFICATION

Administrator

	Core	Supplementary
Education/ Qualifications and Special Training	GCSE English at grade C or 4 GCSE Mathematics at grade C or 4	Educated to A level or NVQ3 or suitable equivalent experience. Secretarial or administrative qualification.
Knowledge and Skills	<p>Effective and accurate office and administrative skills.</p> <p>Excellent IT skills (Word, Excel, databases, email, internet)</p> <p>Able to work to tight deadlines, and to prioritise and organise own work</p> <p>Efficient servicing of committees, including the timely production of accurate, concise and clear Minutes.</p> <p>Ability to accurately record, monitor and report financial information.</p> <p>Understanding of H.E. support for NQTs.</p>	An understanding of teacher development courses and training routes is also desirable
Experience	<p>Experience of working in a very busy office environment, working under pressure and managing competing deadlines.</p> <p>Experience of giving excellent client-centered customer service.</p> <p>Experience of working with schools.</p>	<p>Experience of working within higher or further education.</p> <p>IT experience related to virtual learning environments such as Blackboard, document repository systems such as SharePoint and originality detection software such as Turnitin.</p>

	Experience of working with eRPD/PRO (the placement database in use at BGU).	
Personal Attributes	<p>Conscientious, enthusiastic and self-motivated</p> <p>Methodical, accurate, paying attention to detail.</p> <p>Adaptable to changing requirements and priorities</p> <p>Excellent inter-personal skills</p> <p>Proactive problem solver</p> <p>Innovative</p> <p>An effective Team Player</p> <p>Willing to undertake further training as required.</p> <p>Committed to the success of the University and being prepared to work hard to achieve it.</p>	