



Staffordshire University offers a wide range of courses to more than 20,000 students at its state-of-the-art campuses in Stoke-on-Trent, Stafford and Lichfield. We are also a major local employer, with over 1,800 staff and an annual turnover of £100 million.

## LAW SCHOOL

**PA to the School Management Team**

[Ref LW08/3a]

**18.5 hours per week**

**£18,116 - £20,937 per annum pro rata**

Reporting to our Business Manager, you will be involved in everything from managing diaries, dealing with correspondence and maintaining personnel files to ordering goods, monitoring expenditure and processing expenses. Assisting with the School's accommodation planning, progressing minor building works and contributing to the admin support team will also be part of your wide-ranging remit.

Numerate, articulate and computer literate, you'll be a first class communicator, planner and time manager with all-round clerical, admin and PA experience.

CVs will only be accepted in support of a fully completed application form.

For an application form and further details, please visit our website [www.staffs.ac.uk/jobvacancies](http://www.staffs.ac.uk/jobvacancies). If you are unable to access the website please telephone 01782 292762.

Closing date for completed applications: 9 February 2010

*As an inclusive organisation committed to equality and diversity, we encourage applications from all sections of the community*

*Employment benefits include; final salary pension scheme, flexible employment options and generous annual leave entitlement*