

**Job Description for the Post of
Personal Assistant to the School Management Team (Ref: LW08/3a)**

1. General Details

Job Title:	Personal Assistant to the School Management Team
Location:	Law School
Normal workbase:	Stoke Campus
Tenure:	Fixed Term for 12 months
Salary:	Grade 4 currently £18,116 - £20,937 per annum pro rata

2. Job Purpose

The post holder is responsible to the Business Manager for the efficient organisation of the School Management Team's office, providing clerical, secretarial and other support services as appropriate, including confidential work; providing support for the financial administration of the School; and contributing, as a member of the School's administration support team, to the provision of administrative services in the School.

3. Relationships

Responsible to: Business Manager

4. Main Activities

- § To take responsibility for the day to day running of the School Management Team's office, which will include the following:
- to organise office systems
 - to manage the Dean's, Director's, Programme Area Manager's and Business Manager's diary and meeting schedules
 - to handle all correspondence, reports and other documents, some of a confidential nature
 - to assist in the preparation of papers and provide/produce relevant documentation in relation to meetings, committees, boards and other activities
 - to collate and distribute incoming mail and material
 - to develop and maintain appropriate filing systems
 - to manage computer-based systems, ensuring appropriate back-up and protection of major and sensitive documents
 - to maintain personnel files for all members of staff in the School
 - to maintain sickness absence and annual leave records for the staff in the School
 - to assist in the development and maintenance of the School's staff development and training records
- § To take responsibility for the day to day financial administration within the School, in accordance with University Financial Regulations, which will include the following:
- ordering and receiving of goods and services
 - liaising with suppliers
 - to act as one of the School's Purchasing Card holders
 - to process expenditure-related claim forms from staff
 - to maintain an accurate record of all income and expenditure documentation
 - to support the Business Manager with the effective monitoring and reporting of income and expenditure activity
 - to organise UK and overseas travel and subsistence
 - to liaise with the University's Financial Services
- § To assist in the development and implementation of the School's accommodation plan, progress minor building works and assist with the allocation of accommodation.
- § To provide administrative support to ensure School compliance with Health and Safety requirements.

- § To contribute to the provision of administrative support in the School as part of the overall admin support team, including providing reception cover as and when required.
- § To undertake any other duties as determined by the Dean or Business Manager.

5. **Person Sought**

Essential Criteria:

- § Educated to HND/C level or equivalent or have previous experience of working in Higher Education at the level of the post
- § Proven experience of clerical, administrative and personal assistant work
- § Previous experience of implementing administrative systems
- § Excellent organisational and planning skills, including ability of time management, ability to assess priorities and organise work requirements accordingly, and the ability to undertake multiple tasks/projects and meet agreed deadlines
- § Ability to use constructive assertiveness, as appropriate to the situation
- § Ability to work as part of an effective team to deliver high-quality, customer-focused support
- § Excellent numerical skills
- § Excellent interpersonal skills
- § Excellent written and oral communication skills
- § Good IT skills – with knowledge of Microsoft Office software
- § The ability to remain calm and work effectively in a pressured office environment
- § Possess high level of accuracy and attention to detail
- § Self motivated
- § Ability to work on own initiative with a minimum of supervision
- § Have a flexible approach to work and ability to deal with peak workloads and deadlines
- § Flexibility in working practices and hours of employment (when required)
- § The ability to travel between the University's sites, as required.
- § Commitment to the University's mission and delivery of the University Plan
- § Willingness to engage in a structured induction programme as a start to Continuous Professional Development (CPD) at the University

Desirable Characteristics:

- § Previous experience of working within a Higher Education environment
- § Previous experience of financial administration work
- § Previous experience of using University-wide software, i.e. Oracle, TheSIS Plus and Business Objects

6. **Special Conditions**

This post is for 18.5 hours per week for a fixed term of 12 months in the first instance and forms part of a job share arrangement. The hours of work are 3.5 hours on Wednesday and 7.5 hours on Thursday and Friday (times are flexible, as agreed with the Business Manager).

Date Job Description Revised

September 2009

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 9 FEBRUARY 2010

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate.

Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post:-

Grade	Number of Days Worked per Week *		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday
Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day to New Year's Day (inclusive)

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.