

UNIVERSITY OF SUSSEX

Job Description for the post of: Head of School's Co-ordinator

Department	n/a
Section / Unit / School Location	All schools
Grade	4
Responsible to	School Administrator
Responsible for	N/A

**Purpose of the post:**

Working as part of the emerging school team to provide administrative support to the Head of School, directors and other members of the school management team.

**Key Responsibilities:**

- 1 **To act as Administrative Assistant to the head of school and management team**
  - 1.1 Managing diaries
  - 1.2 Confidential filing and record keeping, including maintaining staff files
  - 1.3 Arranging and minuting meetings
- 2 **Organise projects**
  - 2.1 Take on a range of project work in support of the head of school, which may include induction of students and staff; organising school events; setting up new systems
- 3 **Coordinating the publication of school information**
  - 3.1 Maintaining records and databases
  - 3.2 Developing and publishing committee and meeting information, including the school calendar
  - 3.3 Maintaining a comprehensive set of school records and documentation
  - 3.4 Undertake overall editorial responsibility for the School/department websites, following University guidelines and as part of the network of web editors within the School.
  - 3.5 Assist with the delivery of the School marketing plan
  - 3.6 Provide local support to the Head of School in the school's marketing activities including support for appropriate meetings.
  - 3.7 Support internal School communication plans and activities (eg maintaining online news and events) linking in to University wide internal communications team.
  - 3.8 Undertake editorial responsibility for School newsletters/bulletins
  - 3.9 Coordination of student representation including organising the Student Forum
- 4 **Supporting line managers in the school in the range of people-management activities**
  - 4.1 Act as a liaison point with HR administration
  - 4.2 Support arrangements for staff recruitment
  - 4.3 Support for staff induction
  - 4.4 Arranging and recording appraisals
  - 4.5 Maintaining records of absence due to sickness and holidays

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Date 2 July 2009

UNIVERSITY OF SUSSEX

Person Specification for the post of: Head of School's Co-ordinator

**SKILLS / ABILITIES**

	Essential	Desirable
Excellent written and oral skills with a concern for accuracy	X	
The ability to maintain accuracy and prioritise work to meet deadlines in a busy work environment	X	
IT literate with proven experience of word processing, , databases, spreadsheets and web updating. With the ability to learn new systems	X	
Analytical and numerical ability	X	
A proactive approach to problem solving	X	
Comfortable working on routine aspects of administration	X	
To deal with a wide range of different people	X	

**KNOWLEDGE**

	Essential	Desirable
Knowledge of and commitment to providing a high level of service	X	
HE sector		X
Evidence of a high degree of personal initiative and commitment to self development	X	

**EXPERIENCE**

	Essential	Desirable
Providing PA support including diary management, supporting and servicing meetings and committees and report writing.	X	
Of higher education environment		X
An administrative role in a busy environment	X	
Working in a changing work environment and making a positive contribution to the change		X
Marketing and publications	X	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Sensitivity, tact and the ability to remain calm when working to different priorities	X	
Experience of working cooperatively as part of a team to meet objectives	X	
Approachable, helpful and flexible	X	
Commitment to providing a high standard of service	X	
Appreciation of the need to maintain confidentiality and keep information and data secure	X	
Understanding of and commitment to confidentiality	X	

2 July 2009