

1 Advertisement

Post title: Clerical Assistant

School/department: School of Media, Arts and Humanities, Central Foundation Years Programme

Hours: Part time hours considered up to 22.5 hours per week. Requests for [flexible working](#) options will be considered (subject to business need)

Contract: Fixed Term Contract until 01 December 2023

Reference: 10211

Salary: starting at £21,630 to £22,662 per annum, pro rata

Placed on: 30 January 2023

Closing date: 20 February 2023. Applications must be received by midnight of the closing date

Expected interview date: ASAP

Expected start date: ASAP

The Central Foundation Years team is seeking to appoint a Clerical Assistant to provide administrative support for a range of departmental tasks. The role will work closely with the Senior Coordinator and Student Experience Officer to support a range of foundation year subjects, deliver an excellent service to students, and provide administrative support to members of staff.

The post-holder will:

- Provide administrative support for a variety of areas, including: finance, events, and answering student queries
- Contribute to the Central Foundation Years programme delivery, providing excellent customer service to students, staff, visitors and external partners
- Liaise with colleagues across schools and professional service divisions to support students and be deployed where there is a need for additional resource in the Central Foundation Years team
- Within clear parameters, take responsibility for specific projects or areas of work

We are seeking to appoint a proactive individual who has good communication skills, excellent attention to detail, and the ability to handle regular, routine tasks. This role will appeal to you if you enjoy working in a busy and varied environment. The successful candidate will have excellent organisational and IT skills and will be able to demonstrate that they can work well as part of a busy and diverse team.

Duties will include, but are not limited to, dealing with staff/student enquiries, and supporting student experience activities.

A good working knowledge of Microsoft packages as well as initiative, flexibility, and the ability to communicate effectively are essential.

For full details, including how to apply, please see the University's vacancies page

Please contact K.Tucker@sussex.ac.uk or [Hayley Bowerman](#) for informal enquiries.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School/Division

The Central Foundation Years programme provides an alternative route for students who have the ambition and potential to succeed on one of our highly selective degrees (with typical entry requirements of AAB-ABB), but may not have the subject or grades required for their choice of degree or are undecided which degree to pursue and would welcome flexibility.

Each of the five Foundation Year courses covers a broad remit, and includes the following subjects:

- **Arts and Humanities** (English Literature; English Language & Linguistics; Drama; History; History of Art; Philosophy; American Studies; Media & Film)
- **Social Sciences** (Law; Politics; Sociology; Geography; Anthropology; International Relations; International Development; Education; Social Work)
- **Business, Management & Economics** (Business and Management; Economics)
- **Psychology** (Psychology)
- **Design and Business (Product Design)**

The typical A-Level offer for the Foundation Years is much reduced (usually BCC-CCC), an aspect that may particularly support students whose educational attainment has been affected by disadvantage, and applications from those who have been out of education for some time are strongly welcomed.

The Foundation Year is the 1st year of a 4-year degree. So, passing their chosen Foundation Year enables students to automatically progress onto their chosen specialism at Sussex within the subject area of that Foundation Year.

These four Foundation Year courses are integrated with one another: students study a combination of core modules from their specific course and an option module from any of the other courses. This enables students to experience a range of subjects before deciding upon the subject specialism that they wish to progress onto and makes each Foundation Year course highly interdisciplinary, giving students insights into a range of subjects that may then inform their later studies.

Please find further information regarding the school/division at:

<https://www.sussex.ac.uk/study/subjects/foundation-years/undergraduate>

3. Job description for the post of Clerical Assistant

Post: Clerical Assistant

School: Central Foundation Years

Location: Arts B

Responsible to: Student Experience Officer/Senior Coordinator (Central Foundation Year)

Purpose of the post:

To coordinate support for the Central Foundation Year courses (Arts and Humanities; Social Sciences; Business, Management and Economics; Psychology; Design and Business); support students; provide administrative support to members of staff.

Purpose of the post:

To provide administrative support for a range of School functions

Key responsibilities:**1 Offer a friendly and professional reception and general enquiries service to students, faculty and visitors**

- 1.1 Deal with telephone, webchat, email and in-person queries
- 1.2 To deal with, or refer, basic queries and correspondence
- 1.3 To provide prompt, accurate and effective advice to prospective students
- 1.4 Preparation and updating of documentation
- 1.5 Support for room bookings
- 1.6 Deal effectively and efficiently with enquiries from staff, students and visitors

2 Provide clerical support to school staff and officers

- 2.1 To support committees and meetings
- 2.2 To maintain records, including paper based and data systems
- 2.3 To enter data into systems as required to support school PS staff
- 2.4 To assist with the submission of assessed work and related processes
- 2.5 Provide administrative support with the preparation of resources and information for students

3 Within clear parameters to take responsibility for financial processes using the University's finance system

- 3.1 Raise purchase orders and deal with suppliers
- 3.2 Deal efficiently with payment queries
- 3.3 Process invoices and external expense claims
- 3.4 Use the Proactis system to set up new suppliers
- 3.5 To problem solve by pro-actively liaising with colleagues in the central Finance team

4 Within clear parameters to take responsibility for specific projects or areas of work, as determined by the Head of Professional Service and School Managers.

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.

4. Person Specification

	Essential	Desirable
Willingness to do routine work	X	
The desire and ability to work as part of a flexible team	X	
Fast, accurate word processing and data entry	X	

An ability to ensure effective, professional standards of presentation in such a way as projects a positive image of the organisation	X	
Helpful, cooperative and sensitive to the needs and feelings of others	X	
A commitment to customer service	X	
Approachability and flexibility in responding to emergencies and unforeseen events	X	
A high degree of IT literacy, with experience of Microsoft Word, Excel, Outlook and remote working technologies	X	
The ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines	X	
Reliability, honesty and a commitment to maintaining confidentiality	X	
Experience of working on projects		X
Experience of providing a reception service		X
Experience of working in a Higher Education setting		X
Good oral and written communication skills	X	

Date: November 2022