Advertisement

Post Title: Head of School's Coordinator
School/department: School of Mathematical and Physical Sciences
Hours: Part time hours considered up to a maximum of 0.8 FTE. Requests for flexible working options will be considered (subject to business need).
Contract: Permanent
Reference: 2268
Salary: starting at £21,814 and rising to £25,217 per annum, pro rata
Placed on: 06 January 2020
Closing date: 31 January 2020  Applications must be received by midnight of the closing date.
Expected Interview date: Week commencing 17 February 2020
Expected start date: ASAP after interview

Are you an experienced administrator, PA or secretary looking for a brand new challenge?

An exciting opportunity has arisen for an energetic and proactive professional to join the MPS administrative team.

In this multifaceted role you will be:

- Working closely with the Head of School and the School Administrator to provide the best support possible to our hardworking and engaged senior management team.

- Conceiving, planning and implementing a complete redesign of our internal communications, including internal webpages, newsletters. You will have complete editorial responsibility and a chance to make your mark on MPS staff/student communications.

- Working directly with students via the student rep scheme. Helping make their ideas become reality.

Specific key tasks will include:

- Support the Head of School and senior leadership team in arranging meetings, diary management and the preparation of supporting paperwork
- Supporting academic line managers with all elements of HR and recruitment processes, including induction, probation and appraisal
- Supporting the Head of School and senior leadership team on a range of projects
- Responsibility for internal webpages and communications
- Co-ordinating the publication of School information and organisation of School events
- Gathering and maintaining a comprehensive set of school records, including staff and student data and documentation
The successful candidate will be dynamic, versatile and outgoing, with excellent communication skills and confidence with IT. They will have experience in diary management and PA work or internal communications.

For full details and how to apply see our [vacancies page](#).

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

2. **The School / Division**

The School brings together two outstanding and progressive departments: the Department of Mathematics and the Department of Physics and Astronomy. The synergy of these two subjects enables the School to deliver new and challenging opportunities for faculty and students. These opportunities are expansive and open up many new career paths for our graduates: mathematics already plays a major role in disciplines such as economics and computer science and, increasingly, both mathematics and physics are becoming pivotal in the life sciences revolution.

The School Office is at the very hub of operations for supporting students and faculty. There is a team of thirteen staff who are engaged in a range of activities involving teaching and learning, research and engagement.

3. **Job Description**

**Job Description for the post of**: Head of School’s Coordinator

**Department**: School of Mathematical and Physical Sciences

**Section/Unit/School**: School of Mathematical and Physical Sciences

**Location**: Pevensey II

**Grade**: 4

**Responsible to**: Deputy School Administrator

**Responsible for**: N/A

**Purpose of the post**: Working as part of an established school team to provide administrative support to the Head of School, directors and other members of the school management team. Please note that some key responsibilities (especially those listed under section 3 below) are also performed by the Information Co-ordinator who has oversight of external communications.

**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 internal 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 (internal only)
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

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.

5. Person Specification

UNIVERSITY OF SUSSEX

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

SKILLS / ABILITIES

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Excellent written and oral communication skills with a concern for accuracy</td>
<td>X</td>
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<td>The ability to maintain accuracy and prioritise work to meet deadlines in a busy work environment</td>
<td>X</td>
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<td>IT literate with proven experience of word processing, databases, spread sheets and web updating. The ability to learn new systems</td>
<td>X</td>
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<td>Analytical and numerical ability</td>
<td>X</td>
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<td>A proactive approach to problem solving</td>
<td>X</td>
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<td>Comfortable working on routine aspects of administration</td>
<td>X</td>
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<td>Able to deal with a wide range of different people</td>
<td>X</td>
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KNOWLEDGE

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<tr>
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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Knowledge of and commitment to proving a high level of service</td>
<td>X</td>
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<td>Knowledge of the HE sector</td>
<td>X</td>
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<td>Evidence of a high degree of personal initiative and commitment to self development</td>
<td>X</td>
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**EXPERIENCE**

| Providing PA support including diary management, supporting and servicing meetings, committees and report writing | X |
| Experience of higher education environment | X |
| Experience of 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**

| 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 |