



1 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: fixed term for 24 months

Reference: 2268

Salary: starting at £21,814 and rising to £25,217 per annum, pro rata

Placed on: 30 September 2019

Closing date: 25 October 2019. Applications must be received by midnight of the closing date.

Expected interview date: Week commencing 11 November 2019

Expected start date: ASAP after interview

We are seeking to appoint an experienced and professional administrator to support the Head of School and the senior management team.

As Head of School's Coordinator you will be working closely with the Head of School and the School Administrator as well as other professional services and academic staff.

Your role will be varied and will present new challenges every day. You will need to be highly organised and yet flexible, responsive and able to use your initiative.

Your 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
- Having complete editorial responsibility for internal webpages, including a redesign of the current structure and updating content.
- 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 and ideally will also have experience of finance systems, although training will be given in using the University systems.

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

	Essential	Desirable
Excellent written and oral communication 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, spread sheets and web updating. 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	
Able 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	
Knowledge of the 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, 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

	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	