1 Advertisement

Post Title: Clerical Assistant
School/department: School of Education and Social Work
Hours: 22 hours (part time, spread over 4 days). Requests for flexible working options will be considered (subject to business need)
Contract: Fixed-term until 31-December 2020
Reference: 2926
Salary: starting at £19,133 and rising to £21,236 per annum, pro rata
Placed on: 28 January 2020
Closing date: 11 February 2020
Expected Interview date: As soon as possible
Expected start date: As soon as possible

This post offers an opportunity to join a team of professional services staff within the busy and vibrant School of Education and Social Work.

You will provide friendly and professional clerical support to the School Research and Enterprise team, supporting research students, faculty and Professional Service colleagues.

Excellent computer skills (including word processing, spreadsheets and email) and the ability to work flexibly are essential, as is the ability to deal effectively and communicate well with people at a range of levels.

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 of Education and Social Work was created in August 2009, bringing together two established and thriving departments – the Department of Education and the Department of Social Work and Social Care. The School is committed to contributing to social justice at global, international and national levels in terms of our research, teaching and professional education. We have a developing stream of interdisciplinary activity that unites the work of colleagues in both Departments, and the School has a large number of both home and international doctoral researchers.
The School is led by a Head of School (currently Professor Gillian Hampden-Thompson) and each department is led by a Head of Department (currently Professor Simon Thompson for Education and Dr Russell Whiting for Social Work and Social Care). The academic and teaching work of the School is supported by 26 members of Professional Services staff which is led within the School by the School Administrator (Ana Pereira) and supported by a range of central university services. The Professional Services team within the School of Education and Social Work comprises roles that support specific courses and admissions, research and projects, curriculum and assessment, communications and technical laboratory activities.

The School of Education and Social Work is committed to promoting equality, diversity and inclusion within its staff group.

3. **Job Description**

Job Description for the post of: Clerical Assistant

**School:** School of Education and Social Work

**Location:** Essex House

**Grade:** 3

**Responsible to:** Research and Enterprise Coordinator

**Purpose of the post:** To provide clerical support to the School Research and Enterprise team including the complete cycle of research and enterprise projects, activities and events around Research Impact and clerical support to faculty and research students in conjunction with colleagues in the Professional Service team.

**Principal accountabilities and key responsibilities:**

1. Provide a friendly and professional reception and general enquiries service to research students applicants, prospective students and faculty by dealing with email, telephone and in-person enquiries in a prompt and efficient way

2. To help with the admission process of incoming research students applications

3. To support the Research and Enterprise team in other research student matters as requested: inductions, student events, etc.

4. To help with annual review process and scholarships

5. To help monitoring supervision records
6. Distribution of post and documentation and maintenance of research noticeboards

7. To support meetings, seminars and workshops (room bookings, accommodation, catering, etc.)

8. To maintain records, including paper-based as well as data systems and to enter data into system as required.

9. Any other duties as assigned from time to time by the Research and Enterprise coordinator

4. **Person Specification**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Willingness to do routine work</td>
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<td>The desire and ability to work as part of a flexible team</td>
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<td>Fast, accurate word processing and an ability to ensure effective, professional standards of presentation</td>
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<td>Helpful, cooperative and sensitive to the needs and feelings of others, including a commitment to customer service, approachability and flexibility in responding to emergencies and unforeseen events</td>
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<td>The ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines</td>
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<td>Reliability, honesty and a commitment to maintaining confidentiality</td>
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<td>Experience in accurate data entry</td>
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<td>Experience of working on projects</td>
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The University is committed to equality and valuing diversity.