



1 Advertisement

Post Title: Head of School Coordinator

School: Education and Social Work

Hours: Full time considered up to a maximum of 36.5 hours per week.

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 5168

Salary: Starting at £21,814 to £25,217 per annum, pro rata

Placed on: 04 January 2021

Closing date: 19 January 2021 Applications must be received by midnight of the closing date.

Expected start date: ASAP

The Social Science Cluster is seeking an experienced professional to provide administrative support for the Head of School and Senior Leadership team in the School of Education and Social Work.

The post holder will work closely with the Head of School and Senior Leadership team, providing diary management and PA support, as well as maintaining School records and undertaking project work as required.

The successful candidate will be highly efficient and well-organised, with excellent communication and problem-solving skills, and be comfortable and confident taking initiative and working proactively to balance a varied and demanding workload.

Please contact Ana Pereira, School Administrator, a.pereira@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page
<http://www.sussex.ac.uk/schoolsandservices/schools/>

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

2. The School / Division

Please find further information regarding the school at: <http://www.sussex.ac.uk/esw>

3. Job Description

Job Description for the post of: Head of School Coordinator

School: Education and Social Work

Location: Essex House

Grade: 4

Responsible to: School Administrator

Purpose of the post:

To provide administrative support to the Head of School, Heads of Department and School Leadership Team. The post holder will be responsible for managing diaries, supporting line managers in HR and recruitment matters, organising and maintaining records and documentation, and undertaking a range of project work as required to further the goals of the School.

Key Responsibilities:

1 To act as Administrative Assistant to the Head of School and school leadership team

1.1 Managing diaries and arranging meetings for Head of School, Head of Social Work and Social Care and Head of Education

1.2 Confidential filing and record keeping, including maintaining staff files

1.3 Maintain records and coordinate academic information including appraisals, annual leave, sickness absence, workload planning, research leave, promotion, suitability panels, grievance cases, peer observation.

1.4 Arranging and minuting meetings as allocated by the School Administrator/Head of School

1.5 Assist with the recruitment process and induction for academic posts

1.6 Assist with travel and accommodation bookings for staff as required

1.7 To be fully conversant with the university finance system (Unit 4)

2 Undertake 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 and organising school events.

2.2 Source venues for events, arrange catering, produce documentation and manage responses.

3 Gathering and coordinating school information

3.1 Gathering and maintaining a comprehensive set of school records and documentation

3.2 Developing and publishing committee and meeting information, including the school calendar, in line with University set dates

4 Supporting line managers in the school in the range of people-management activities

4.1 Act as a liaison point for central offices, including HR, Governance, Finance, IT and the office of the Vice Chancellor.

4.2 Support arrangements for staff recruitment

4.3 Support new staff induction activities

4.4 Maintain 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.

Person Specification

SKILLS / ABILITIES

Essential Desirable

	Essential	Desirable
Excellent organisational skills	x	
Excellent written and verbal communication skills	x	
Ability to deal with a wide range of people including building rapport	x	
High degree of accuracy and attention to detail	x	
A high degree of analytical and numerical ability	x	
The ability to maintain accuracy and attention to detail	x	
The ability to prioritise work to meet deadlines in a busy work environment	x	
A proactive approach to problem solving	x	
A high degree of IT literacy, with experience of Microsoft Word, Excel, Outlook, and remote working technologies	x	
The ability to work proactively with minimal supervision	x	

KNOWLEDGE

Essential Desirable

	Essential	Desirable
Knowledge of GDPR and appreciation of the need to maintain confidentiality and keep data secure		x
Knowledge of UKVI policies as they intersect with employment, or evidence of a willingness to learn		x

EXPERIENCE

Essential Desirable

Experience of providing PA support including diary management and servicing meetings and committees	x	
Experience of working in Higher Education		x
Experience of handling confidential data securely	x	
Experience of developing organisational processes and systems to ensure efficiency		x