



JOB DESCRIPTION

Job Title: Personal Assistant to Head of School	Band 4: £22,681 - £24,533 <i>Opportunity to progress to £25,742</i>
Department: Professional Administrative Services	
Reporting directly to: School Manager	
Supervisory responsibility for: N/A	
<p>Other Contacts</p> <p>Internal: Students, prospective students, academic and professional support colleagues, senior managers, internal departments, Professional Administrative Services (PAS) team colleagues and colleagues in the wider Department of Professional Administrative Services (DPrAS).</p> <p>External: UK and International Partner Colleges/Organisations, Travel Management Company, Suppliers</p>	
<p>Main Duties:*</p> <ol style="list-style-type: none"> 1. To provide PA support to the Head of School and Deputy Head of School in all aspects of their roles. This will include managing diaries using Outlook, arranging meetings, acting as the key contact for enquiries to the Head/Deputy Head and preparing letters/papers/presentations. 2. To act as minuting secretary to a number of committees and meetings, to include Senior Management Team meetings, School Staff meetings and Sport Development Board meetings. This will involve setting dates, preparing and distributing agendas and papers, booking rooms, attending meetings, taking minutes and ensuring action points have been addressed. This may include items of closed business, which require tact and confidentiality to be observed. 3. To make travel arrangements and produce itineraries for key staff and visitors. This will include booking flights and accommodation, liaising with partner institutions and other international contacts, scheduling meetings and making arrangements. 4. To oversee the recruitment and selection process for appointments within the School. This will include: liaising with the Human Resources team to ensure shortlisting, teaching and interview panels are compiled, accessing documentation such as application forms electronically and ensuring that these are passed securely to the appropriate colleagues. 5. To co-ordinate and provide administrative support to onboarding processes for new staff and undertake the necessary actions for leavers within the School. This will include maintaining accurate records, collating documentation, organising relevant access and permissions, providing support for staff induction events, allocating tasks within the PAS Team and ensuring all tasks are completed by the required deadline. 6. To maintain accurate records of staff sickness, annual leave and research leave within the School. To ensure that this data is shared confidentially only with those appropriate, compiling reports when needed. 7. To raise purchase orders and other payment documentation for expenditure, ensuring that the appropriate approval process is followed. This will involve communication with other departments such as IT services/the procurement team, and liaising directly with suppliers. 	



8. To support the process relating to any complaints made by students within the School. This includes liaising with students to arrange meetings with the Head or Deputy Head of School, following up on any appropriate actions and ensuring that procedures are adhered to in line with University policy, whilst observing confidentiality.
9. To support the process relating to any student misconduct allegations within the School. This includes liaising with other departments such as Registry Services and the Vice Chancellor's Office, contacting students to arrange meetings with the Head or Deputy Head of School, taking minutes of meetings and drafting formal documentation, whilst observing confidentiality.
10. To co-ordinate the annual appraisal cycle in consultation with the School's Senior Management Team.
11. To prepare and distribute key School documents on an annual basis, liaising with the appropriate staff to ensure accuracy of information.
12. To co-ordinate and administer arrangements for the School's visitors, events and conferences. This will involve co-ordinating the programme for the visit/event, room bookings, travel arrangements and hospitality bookings as required.
13. To administer the process for graduation prizes within the School. This will involve liaising with students and prize donors regarding arrangements, raising invoices and arranging prize payments as required.
14. To co-ordinate office moves within the School.
15. To provide general administrative support within the PAS Team to include photocopying, scanning, filing, taking telephone messages, providing administrative support in other PAS offices in the absence of staff, mailshots using mail merge and liaising with other staff across the University.
16. To cover colleagues and take on ad-hoc duties as required.
17. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
18. Take steps to ensure and enhance personal health, safety and well-being and that of other staff and students.
19. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

***The above does not represent an exhaustive list of duties associated with this role.**