



Job Title: Administration Assistant

Grade: 3

Salary: £19,955 to £21,197 per annum pro rata

Department: School of Allied Health Professions

Hours/Contract: Part-time (0.5FTE, 17.5 hours per week), Permanent

Job Family: Management and Administration

Reference: 5744

Role Purpose

To work as part of a team to support the School of Allied Health Professional undergraduate taught programmes from enquiry through to graduation.

To handle enquiries from prospective students, students, academic and senior professional services staff, other areas in the University and external agencies. To be responsible for tasks delegated by senior administrative staff and to undertake general office duties as required.

The post holder will also be required to support general school administration.

Main Duties and Responsibilities

General School administration office duties including:

- Update website content or brochure details as directed
- Ordering stationery, paper and other goods
- Assist with the processing invoices, expense claims and payments for tutors
- Maintenance of equipment including changing toner and taking readings for the photocopier
- Ordering AV equipment for teaching
- Key allocation and Post
- Maintaining contact detail lists
- Maintaining notice boards, pigeon holes, tables on landings etc
- Photocopying
- Reporting maintenance issues to Estates
- Making arrangements for events and conferences organised by the School and Department

Support for programme/placement administration, , including:

- Processing coursework submissions, feedback and marks entry.
- Maintaining student records, both electronic and paper files
- Updating administrative information on Blackboard
- Taking minutes of meetings and supporting committee





To deal with enquiries from current students regarding process and procedures, providing advice and assistance.

To liaise with academic staff and other areas within the University, including Student and Academic Services, IT Services, Finance and Corporate Affairs and Planning.

Arranging meetings for Heads of Department, Operations Manager and senior academics: booking meeting rooms, catering and AV facilities.

Internal and External Relationships

You will be required to work autonomously (with the support of the Business Administration Manager) and to be able to make decisions on a day-to-day basis, and to make judgements about when to defer decisions to more senior staff.

Business Administration Manager - daily
Operations Manager – weekly

Current students – daily

Administrative staff and academics - daily

Heads of School and Heads of Programmes - weekly

Planning and Organising

You will be expected to manage their own time and daily activities.

You will be expected to plan weeks ahead.

You will be required to work autonomously.

You will provide support to the Administration teams in ensuring that deadlines for exams and return of marked work, as set by the University, are met.

You will be responsible for ensuring that staff and students are informed about timetabling arrangements.

You will be expected to organise record keeping to ensure that student progression is monitored closely.

Qualifications, Knowledge and Experience

Essential

- Experience of data input and accurate record-keeping
- Excellent IT skills including Microsoft Office.*
- Work experience as an administrator in a busy environment.*
- Educated to GCSE standard or equivalent.

Desirable

- RSA 2 Word Processing or equivalent (e.g. ECDL)
- Work experience in higher education. *

Skills, Abilities and Competencies





Essential

- Excellent accuracy and attention to detail. *
- Strong organizational, record keeping and clerical skills. *
- Good communication skills, with the ability to give and receive information effectively using a variety of methods and to communicate with a wide range of university staff, students and agents. *
- Ability to work as both as a member of a team whilst also demonstrating independent working and initiative.
- A willingness to be flexible towards duties and adaptable to change.
- An understanding of the importance of meeting customer needs and providing a high quality service.*

Desirable

- Experience of working within a HE setting.

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equality and Diversity





We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

