

**Faculty of Technology**

**School of Engineering**

**School Administrator**

**ZZ602166**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £18,940 to £21,220 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

# UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK JOB DESCRIPTION

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| --- | --- |
| **Job Title:** | School Administrator |
| **Grade:** | 3 |
| **Faculty/Centre:** | Technology |
| **School:**  **Location:** | Engineering  Anglesea Building |
| **Position Reference No:** | ZZ602166 |
| **Cost Centre:** | 41900 |
| **Responsible to:** | Principal School Manager |
| **Responsible for:** | N/A |
| **Effective date of job description:** | November 2016 |

**Context: (Please provide a brief overview of the range of activities undertaken within the School/Department that the role holder will be contributing to)**

The School of Engineering is dedicated to provide industrially relevant education and professional development of highest quality and offers a wide range of undergraduate and postgraduate degree programmes. Subjects include: electronic engineering, computer engineering, control and automation, telecommunications, data communications, computer networks, internet technology, mechanical engineering, mechanical & manufacturing engineering, product design and petroleum engineering.

**Purpose of Job:**

As part of the faculty’s course administration team, to provide comprehensive administration support within (name of school/department) including student/course administration, examinations, quality assurance and promotional activities. To provide timely and relevant information to staff/students in relation to University administration policies/procedures.

The post holder will in the first instance, be attached to a specific Department or School but on occasion, may be required to move to an equivalent post within the Faculty in order to respond to Faculty priorities and needs.

# Key Responsibilities:

1. To provide unspecified administrative support for course(s), in conjunction with academic staff the preparation, printing and dissemination of all unit, course, syllabi and programme documentation, including handbooks, examination papers, ensuring related information systems and archives are updated to fulfil the requirements of internal and external review processes i.e. validation and quality assessment.
2. To participate in the process of logging, assessing, distributing and answering of student correspondence.
3. To act as first point of contact for staff and students for administrative issues.
4. To maintain and update the computerised and paper management information systems, storing, collating and retrieving data.
5. To assist with student registration processes including the assembly of registration packs and other documentation, pursuing applicants for receipt of required certificates and papers.
6. To assist in the coordination of examination and assessment arrangements, for example:

Publication of schedules; checking of papers, arrange checking, print and secure storage; receipt and distribution of examination scripts to/from moderators and external examiners; preparation and collation of examination outcomes from examination boards; attendance at examination boards; inputting results, notification to individual students, publication of outcomes.

1. To take responsibility for the coordination and collation of student coursework, including the booking in of coursework hand in dates, ensuring that the office protocols are adhered to and that coursework is turned around in a timely manner, and resolving any queries from students and Academic Staff.
2. To act as Secretary to Boards of Studies and other Departmental committees, including, in consultation with the Chair, agenda preparation, distribution of accompanying documentation and minuting of meetings.
3. To assist the Assessments Officer in all assessment matters as required.
4. To ensure that stationery and related stocks are replenished, liaising with finance officers as appropriate.
5. To liaise with external bodies and partners as required.

# Additional expectations of the role holder:

1. To communicate with team members and liaise and network with relevant others, to ensure effective working relations
2. To solve basic problems that occur applying knowledge of subject area
3. Provide course administration related information to relevant stakeholders i.e.

Professional Accreditation Bodies

1. To participate in performance & development review (PDR), ensuring that work produced is in line with the Department/Faculty/University aims
2. To comply with the University’s Health and Safety Policy and pay due care to own safety and the safety of others. Report all accidents, near misses and unsafe circumstances to line management
3. To support the University’s commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances

**Such other duties as may reasonably be required by the School/Faculty Manager.**

**Working Relationships (key individuals the job holder would be working with):**

Academic Staff – All levels Administrative Staff within the Faculty Academic Registry

External clients/stakeholders

**PERSON SPECIFICATION**

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| --- | --- | --- | --- | --- | --- |
| **No** | **Attributes –** |  |  | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** | | |  |  |
| 1.1 | Previous administrative experience, eg dealing with telephone enquiries, written correspondence and maintaining spreadsheets and databases | | | E | AF, S |
| 1.2 | Experience of successfully meeting strict deadlines | | | E | AF, S |
| 1.3 | Experience of working within an HE environment or equivalent | | | D | AF, S |
| 1.4 | Experience of minute taking and agenda preparation | | | E | AF, S |
| 1.5 | Experience of producing reports from Management Information Systems | | | D | AF, S |
| **2.** | **Skills & Abilities** | | |  |  |
| 2.1 | Excellent IT Skills, including experience in the use of word processing, spreadsheets and databases. | | | E | AF, S |
| 2.2 | Ability to assimilate new procedures quickly | | | E | AF, S |
| 2.3 | Good organisational skills and attention to detail | | | E | AF, S |
| 2.4 | Good interpersonal skills and ability to communicate with staff and students at all levels | | | E | AF, S |
| 2.5 | Good written and spoken English | | | E | AF, S |
| 2.6 | Able to work on own initiative | | | E | AF, S |
| **3.** | **Education &/or Training** | | |  |  |
| 3.1 | Educated to GCSE level, including Maths and English (or equivalent experience) | | | E | AF |
| 3.2 | RSA III Typing or Word Processing (or equivalent  experience) | | | D | AF |
| **4.** | **Other Requirements** | | |  |  |
| 4.1 | Ability to work as an effective team member | | | E | AF, S |
| 4.2 | Proactive in problem solving | | | E | AF, S |
| 4.3 | Committed to completion of tasks and delivery of service through prioritising work load | | | E | AF, S |
| 4.4 | Committed to the provision of an excellent customer  service | | | E | AF, S |

**Legend**

**Rating of attribute: E = essential; D = desirable**

**Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)**

**JOB HAZARD IDENTIFICATION FORM**

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| --- | --- | --- | --- |
| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [Job Hazard Information](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) | x | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Andrew Parry |
| **Date** | Sept 2016 |
| **Extension number** | 2338 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.