

# Job Description

School Administrator

Legal & Governance – Admin Support to Faculties/Schools

Office of the Vice-Chancellor



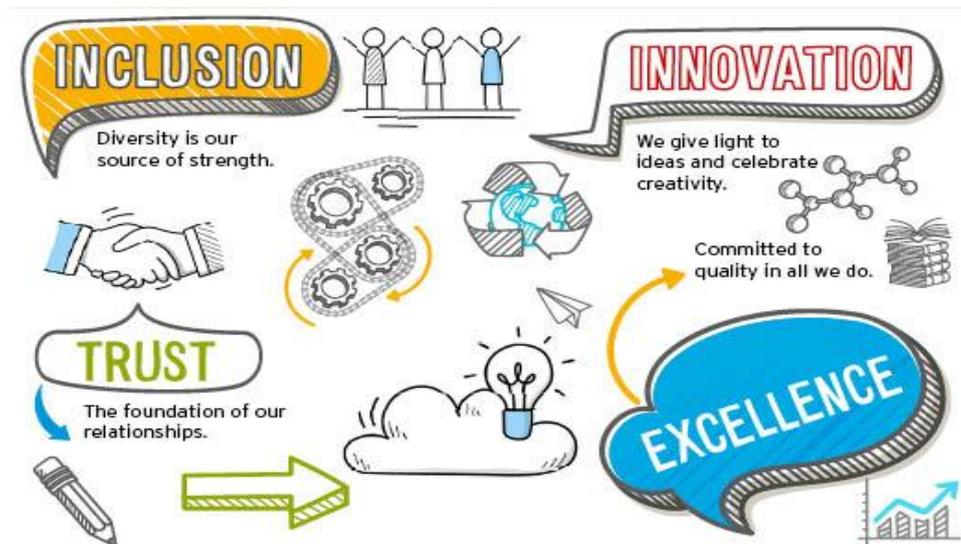
## Brief summary of the role

Role title:	School Administrator
Grade:	4
Faculty or Directorate:	Office of the Vice-Chancellor
Service or Department:	Legal & Governance – Admin Support to Faculties/Schools
Location:	Bradford Campus, Richmond Road
Reports to:	Faculty Administration Co-ordinator
Responsible for:	N/A
Work pattern:	Monday to Friday  (Occasional work at evenings or weekends in support of key events on the student journey)

# About the University of Bradford

## Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



## Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

## Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

## Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

## Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

## Role holder: essential and desirable attributes

### Qualifications

<b>Essential</b>	<ul style="list-style-type: none"><li>• GCSE English and Maths Grade A to C or equivalent (or equivalent experience)</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• ECDL or equivalent</li><li>• Membership of the Association of Higher Education Professionals (AHEP) or equivalent</li></ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"><li>• Experience of working in an administrative role</li><li>• Experience of using a variety of IT packages to a high standard, including the following:<ul style="list-style-type: none"><li>- word processing packages</li><li>- spreadsheets</li><li>- databases</li></ul></li><li>• Experience of taking minutes and providing information at meetings</li><li>• Ability to maintain, analyse and present information and data</li><li>• Ability to prepare reports and deal with a wide range of correspondence and prepare and present appropriate responses</li></ul>
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	<ul style="list-style-type: none"> <li>• Accuracy and attention to detail</li> <li>• Ability to prioritise and coordinate own workload, managing own time and working to set deadlines</li> <li>• Ability to work as a member of a team</li> <li>• Excellent communication and interpersonal skills, and ability to deliver exceptional customer service</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience of working in an administration role or administrative/secretarial role</li> </ul>

Job Specific Requirements

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Occasional work at evenings or weekends in support of key events on the student journey</li> </ul>
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Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Commitment to delivering an excellent student experience</li> <li>• Discretion, sensitivity and understanding of confidentiality</li> <li>• Commitment to continuing professional development</li> </ul>
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## Main purpose of the role

- To provide high quality administrative support to the Deans and Heads of Schools, within the Faculty.
- To provide a comprehensive administrative service to the Deans and Heads of Schools, and to provide high quality administrative support of the effective and efficient operation of the Schools within the Faculty.

## Main duties and responsibilities

*Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed*

1. To support diary and travel/itinerary management and other purchasing, working with the university financial systems to complete purchase orders, reconcile and process invoices as needed to ensure outstanding commitments are cleared
2. To support the Deans and Heads of Schools with conference bookings and related academic or research external activity.
3. To work with the Deans and Heads of Schools to manage any institutional credit cards, ensuring receipting reconciliation and appropriate approvals are completed
4. To support the Heads of Schools with the organising, preparation and delivery of Faculty events.
5. To support Heads of Schools with new academic induction programmes, ensuring new staff feel welcome and have the right information and resources to complete their work including supporting relevant line managers in ensuring that new staff have access to relevant systems, provision of equipment, orientation and space etc.
6. To act as first point of contact for Schools, including meeting and greeting external visitors.
7. To receive, review and disseminate incoming communications on behalf of Deans and Heads of School.
8. To anticipate requirements and identify appropriate opportunities to act on the Deans and Head of School's behalf and communicate and co-ordinate their instructions and requirements with direct reports and other departments.
9. To support academic staff to update and maintain website areas for the relevant Schools.
10. To support specific activities of the Schools as required.
11. To provide governance support Faculty/School based meetings, ensuring

that actions are tracked and acted upon and disseminated in line with University Governance requirements, these include (but are not limited to) Faculty Board, Faculty Assembly, Faculty Away Days, Health and Safety Meetings, Key Task & Finish or Project Groups, Student Casework Interviews as required, School Team Meetings. This support will be consistent and in line with standards developed by the Legal and Governance Team.

12. To produce, prepare and appropriately disseminate information across a range of communication channels, both internally and externally, in accordance with the Faculty/School's communications strategy.
13. To work with Professional Service Directorates and staff to complete relevant research ethics processes for the Faculty academic community.
14. To keep records of Faculty/Schools activity as required.
15. To assist the Deans and Heads of School with planning and coordinating academic activity to support University processes and events.
16. To assist the Deans and Heads of Schools with projects as required.
17. To liaise with other areas of University administration on behalf of senior academics.
18. To work closely with colleagues in other parts of the Faculty/Schools and Professional Services Directorates to ensure a joined-up student administrative journey.
19. Provide support to schools to input and cleanse workload, staff, research, teaching, and other data held in the Faculty's Workload Planning, KPI and other relevant databases
20. Liaise regularly with colleagues in central University teams, including Academic Quality, People Culture & Wellbeing, Legal and Planning, External Relations etc, to ensure Faculty data is up-to-date and available as appropriate.
21. Support the completion of regular data returns for both internal and external stakeholders, including HESA, Academic Quality, Senior Management, and Research/Teaching Excellence frameworks to the highest standards and within deadlines.
22. To support University-wide events and initiatives pertaining to the student journey, including, but not limited to, open days, applicant visit days, clearing, induction and enrolment, and graduation. This may involve occasional working on weekends or evenings.
23. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.