



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**School Support Assistant, Faculty of Social Sciences**



**Salary: Grade 3 (£17,682– £19,133p.a.)**

**Reference: ESLPO1042**

**Closing date: 20 October 2019**

**Full time (split across two schools - 2.5 days with Politics and International Studies and 2.5 days with Sociology and Social Policy)**

## **School Support Assistant**

### **School of Politics and International Studies, School of Sociology and Social Policy, Faculty of Social Sciences**

**Do you have a proactive and enthusiastic approach to your work? Can you use your initiative to find answers to a wide range of queries? Would you like to be part of a supportive and friendly team?**

You will provide a high level of administrative and secretarial support to the Head of Schools and School Support Coordinators. You will be expected to assist in general clerical and secretarial work within the School, covering a number of areas, including Finance, HR and Estates.

You will have excellent interpersonal, communication and organisational skills. You must have a high level of accuracy and attention to detail, a good general education and experience of electronic diary management. You will be able to work to deadlines and have the ability to assimilate written and verbal communication quickly. You will be fully competent using Microsoft Office and be able to manage email and internet effectively.

You will be providing clerical support within the School of Politics and International Studies and the School of Sociology and Social Policy, in a variety of non-student areas including making travel arrangements; purchasing goods and services; and maintaining electronic and paper based records. You will also be a first point of contact for non-student visitors and enquiries.

The University of Leeds is a diverse, multi-cultural environment. We welcome applications from all sections of society and the successful applicant will be expected to work within University values and policies which are designed to promote dignity, diversity and inclusiveness.

## **What does the role entail?**

As a School Support Assistant your main duties will include:

- Arranging and servicing meetings, maintaining diaries, arranging travel and accommodation and also receiving visitors and arranging hospitality;





- Liaising with the Faculty Office on day to day matters;
- Assisting the School Support Coordinators with routine HR business;
- Ordering goods and services for the School using University systems (SIPR/Science Warehouse) in compliance with University financial procedures;
- Monitoring and re-ordering stationery and other supplies and providing general photocopying services for the Senior Management Team;
- Arranging for claims to be completed/signed and sent to Faculty Finance;
- Answering queries from colleagues on e-expenses, Key travel and other matters, and directing them to other sources of assistance if necessary;
- Accepting delivery of goods including, checking, signing for goods delivered on site, notifying user of arrival and arranging distribution and forwarding goods receipt to Faculty Finance Team;
- Assisting with the coordination of building repairs and maintenance of School office space;
- Assisting with office moves, preparing and setting up offices for new members of staff at the School;
- Providing cover for the School support staff as and when required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a School Support Assistant you will have:

- Education to GCSE level (including GCSE grade C or above for English and Mathematics) or equivalent;
- Previous experience of electronic diary management (such as MS Outlook);
- Excellent IT skills including experience with MS Office;
- Evidence of excellent interpersonal, written and communication skills including the ability to communicate effectively with a wide range of people;
- Demonstrable ability to maintain confidentiality, diplomacy, tact and discretion;
- The ability to demonstrate a high level of personal initiative and an ability to exercise considerable independence and judgement in scheduling tasks and dealing with queries;
- The ability to demonstrate high levels of accuracy and attention to detail;
- Experience of servicing committees and producing minutes;



- Evidence of a flexible and pro-active approach;
- Demonstrable ability to organise and prioritise a varied workload and work to tight deadlines.

You may also have:

- Prior experience in a higher education environment.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

## Contact information

To explore the post further or for any queries you may have, please contact:

**Caroline Wise, School Support Co-ordinator, School of Politics and International Studies**

Tel: +44 (0)113 343 4383

Email: [C.Wise@leeds.ac.uk](mailto:C.Wise@leeds.ac.uk)

**Jodie Dyson, School Support Co-ordinator, School of Sociology and Social Policy**

Tel: +44 (0)113 343 4438

Email: [J.C.Dyson@leeds.ac.uk](mailto:J.C.Dyson@leeds.ac.uk)

## Additional information

### About the job

You will be responsible to the Dean of Faculty and report to Head of School with day to day reporting to the School Support Co-ordinator.

Find out more about our [Faculty of Social Sciences](#).

### Working at Leeds



Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## **Criminal record information**

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

