



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

School Support Assistant, Faculty of Social Sciences



Salary: Grade 4 (£19,612 – £22,417 p.a.)

Reference: ESLLW1131

School Support Assistant

School of Law, Faculty of Social Sciences

Do you have a proactive and enthusiastic approach to your work? Would you like to be part of a supportive and friendly team? Are you an experienced administrator with extensive experience of organising seminars and conferences?

We are looking to recruit an enthusiastic individual with excellent administrative, interpersonal and organisational skills to provide administrative support as part of our School Support Team. You will be able to demonstrate a high level of accuracy and attention to detail, as well as experience of providing excellent customer service. You will be able to work to deadlines. You will be fully competent using Microsoft Office and be able to manage email, internet based systems and social media effectively. You will support a variety of non-student facing functions including: booking travel and accommodation; organising events; assisting with managing budgets; and maintaining electronic and paper based records.

Standard working hours for the post will be 9am to 5pm Monday to Friday however there may be a need to work outside these hours to ensure events are successfully supported.

What does the role entail?

As a School Support Assistant your main duties will include:

- Assisting academic colleagues and postgraduate researchers in scheduling, organising and delivering events and activities including related administration;
- Organising, supporting and minuting meetings within the School as required;
- Sourcing and raising purchase orders for services (e.g. catering, travel and accommodation);
- Assisting in providing advice and guidance to colleagues regarding procedures in place relating to School activities;
- Assisting with the management of School budgets through accurate record keeping;
- Contributing to maintaining online and paper resources and records;
- Acting as Fire Warden and First Aider requiring regular training and updating on University procedures;



- Providing cover for other members of the School Support Team.

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:

- GCSEs in Maths and English at grade C (or equivalent) or above or relevant experience;
- Evidence of excellent organisational skills with the ability to prioritise jobs/workload and work under pressure in order to meet deadlines;
- Evidence of working within procedures with accuracy and attention to detail;
- Evidence of excellent computer literacy skills, with experience of using MS packages, in particular Outlook for calendar and email management;
- Evidence of good communication and interpersonal skills in a work environment;
- An ability to work well as part of a team in a flexible manner and independently using your own initiative;
- Extensive experience of successfully organising events for 20 to 100+ participants;
- Experience of servicing and minuting formal meetings;
- An understanding of the diverse nature of the University community and a willingness to work with staff, students and visitors from a wide range of backgrounds, upholding the University value of inclusiveness.

You may also have:

- Evidence of excellent computer literacy skills, with experience of using MS packages Word, Excel and Access;
- Experience of using social media in a professional environment;
- Experience of working within purchasing and financial procedures;
- An understanding of Health & Safety in an office environment;
- Experience of working 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:

Amanda Hemingway, School Support Co-ordinator

Tel: +44 (0)113 343 8169

Email: a.t.hemingway@leeds.ac.uk

Additional information

About the job

You will be responsible to the Dean of Faculty and report to the Head of School.

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

Find out more about our [School of Law](#).

Working at Leeds

Find out more about the benefits of working at the University and what it's 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.

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.

