



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

School Support Assistant, School of Sociology & Social Policy,
Faculty of Social Sciences



Salary: Grade 4 (£25,148 - £26,642 p.a.) depending on experience)

Post: Full time, ongoing

Reporting to: School Operations Manager

Reference: ESLSS1126

Location: Main University Campus (with scope for hybrid working one day a week)

We are open to discussing flexible working arrangements.

School Support Assistant, School of Sociology and Social Policy, Faculty of Social Sciences

Overview of the Role

**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?**

Providing high-level assistance to the Head of School, Senior Team, Director of Student Education and School Manager, your role spans various areas, including diary management to the Director of Student Education, Finance, HR, and Estates. With excellent interpersonal and organizational skills, you will manage clerical tasks, ensuring accuracy and attention to detail. Proficient in Microsoft Office, you will handle electronic diary management, emails, and internet tasks efficiently. As part of the School of Sociology and Social Policy, you will support non-student functions, such as travel arrangements, purchasing, and maintaining records. Be the welcoming face for non-student visitors and inquiries.

Main duties and responsibilities

As a School Support Assistant, your main duties will include:

- Providing diary support to the Director of Student Education
- Supporting the School Manager with a range of clerical tasks including; 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 Manager 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 travel / finance 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.

Qualifications and skills

Essential

- Previous experience of working in a busy office environment supporting activities such as electronic diary management, servicing committees and producing minutes;
- Excellent IT skills including experience with MS Office/Teams/Excel, One Drive and SharePoint;
- Evidence of 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;
- Able to work independently and take initiative to organise and plan work, using judgement in scheduling tasks and dealing with queries;
- The ability to demonstrate high levels of accuracy and attention to detail.

Desirable

- Prior experience in a higher education environment;
- Previous experience of using management database systems to process purchase orders or expenses.

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:

Jodie Dyson, School Operations Manager,
School of Sociology and Social Policy
Tel: +44 (0)113 343 4438
Email: J.C.Dyson@leeds.ac.uk

Additional information

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Social Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, those who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@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.

Salary Requirements of the Skilled Worker Visa Route

G2/G3/G4 - This role is not eligible for Skilled Worker visa sponsorship. Information on other visa options is available via [the Government's Work in the UK page](#).

