



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Support Worker (Admin), School of English, Faculty of Arts, Humanities and Cultures



Salary: Grade 4 (£26,707 - £28,778 pro rata per annum)

Reporting to Kimberly Campanello

Location: University Main Campus

8 Hours per week

Reference: AHCEN1081

Fixed term for 36 months to complete specific time limited work.

We are open to discussing flexible working arrangements.

Support Worker (Admin), Faculty of Arts, Humanities and Cultures – School of English

Overview of the Role

We are seeking a highly organised and detail-oriented Admin Support Worker to provide essential administrative assistance to a university lecturer who has been awarded Access to Work support. The primary focus of this role is to manage and assist with a wide range of administrative tasks related to the lecturer's academic and professional responsibilities. The role will also involve coordinating and ensuring the smooth delivery of the lecturer's existing support provisions, including liaising with relevant departments and tracking ongoing support needs. This part-time, flexible role offers a meaningful opportunity to support a university professional in their work while helping to ensure they receive the necessary accommodations.

Main duties and responsibilities

- Provide administrative support to the lecturer in their daily activities, including managing emails, scheduling meetings, coordinating appointments and handling academic and administrative correspondence.
- Manage the lecturer's calendar, scheduling meetings, conferences, lectures, and other appointments, ensuring there are no conflicts and that all support requirements are accounted for.
- Help track the lecturer's professional commitments, such as academic deadlines, conference engagements, and publication schedules. Ensure these commitments align with the available support and adjust schedules as necessary.
- Perform general office administration tasks, such data entry, preparing expense reports, and assisting with any other ad-hoc duties that may arise to support the lecturer's work.
- Ensure that all disability-related adjustments and accommodations are implemented effectively, in line with the lecturer's Access to Work provisions. This includes coordinating any required assistive technology, personal assistance, or other adjustments in the workplace or academic environment. Monitor the effectiveness of these adjustments and make recommendations for improvements if necessary.



- Assist with the preparation of documents such as reports, presentations, lecture materials, research papers, and other academic documents where necessary. Ensure timely submission of materials to relevant departments or academic bodies.
- Maintain accurate records related to the lecturer's work, including tracking deadlines, meeting notes, and academic milestones. Ensure records are well-organized and easily accessible. Attend and note-take at meetings.
- Act as a point of contact for the lecturer with university staff, students, external collaborators, and service providers. Help coordinate communication with colleagues, academic departments, and research teams.
- Provide administrative support for the lecturer's research projects and teaching activities, including managing research databases, assisting with the preparation of teaching materials, and coordinating logistics for lectures and workshops.

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

- Prior experience in administrative roles, particularly in a university or academic environment, is desirable. A background in supporting academic professionals is an advantage but not essential.
- Excellent organizational abilities with attention to detail, ensuring that all tasks are completed efficiently and on time.
- High proficiency in Microsoft Office Suite (Word, Outlook) and comfortable using digital tools for scheduling, document management, and communication. Familiarity with academic software or tools is a plus.
- Strong written and verbal communication skills, with the ability to interact professionally with a range of stakeholders, including the lecturer, university staff, students, and service providers.
- Ability to handle sensitive information with discretion and confidentiality, particularly in relation to the lecturer's disability and personal needs.
- A compassionate and supportive approach to working with individuals with disabilities, and an understanding of the challenges they may face in their professional work.



- Ability to manage fluctuating workloads and adapt to changing priorities, ensuring tasks are completed in a timely manner.

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:

Rob Walker, School Manager, School of English

Tel: +44 (0)113 343 4838

Email r.d.walker1@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).

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.

