



School Administrator

Job Title:	School Administrator
Reference No:	NEW814
Reports to:	Senior School Administrator
Responsible For:	N/A
Grade:	C
Working Hours:	37 hours per week
Faculty/Service:	Faculty of Health Sciences & Wellbeing
Location:	Sciences Complex
Main Purpose of Role:	<p>To provide an effective and comprehensive administrative support service to the School of Medicine and to Year 5 Medical Students.</p> <p>To ensure that accurate compliance data is collected, maintained and shared with internal and external stakeholders within tightly managed deadlines to ensure students can graduate</p>

Key Responsibilities and Accountabilities:

- To develop, implement and maintain administrative systems to collect and report accurate data on student compliance to internal and external stakeholders including General Medical Council (GMC), UK Foundation Programme Office and NHS England, Workforce, Training & Education (NHSE WTE).
- To administrate the Year 5 Electives placement proposal, risk assessment and final itinerary processes working closely with the Clinical Electives Lead.
- To administrate Travel and Dual Accommodation Expenses (TDAE) process in line with NHS Business Authority & University financial regulations.
- With the support of the School Operations Manager, develop, implement and maintain standard operating procedures for all processes related to Year 5 administration and compliance requirements.
- To support the non-academic administration tasks of the Senior Team.
- Understand and support University priorities through effective delivery of a responsive, customer focused and adaptable administrative support service. Where there is clear accountability, a 'can do' approach, innovation, inclusiveness and a collaborative team ethos.
- Supporting the preparation for and work of School Committees/Panels/Groups/internal meetings as part of School governance structures. This will include taking accurate and confidential notes/minutes and progressing associated actions.
- Proactive completion of all administrative processes. This includes the timely input of data into School & University business systems and liaison with key contacts across the institution to aid effective service delivery.

- Assisting the School Operations Manager in the timely production of information and reports required by internal committees, the GMC and other stakeholders.
- Responding promptly and proactively to a wide variety of queries from both internal and external sources, exchanging information and building effective working relationships as appropriate.

Special Circumstances:

A flexible approach to work is required to assure availability of service during busy periods i.e. assessment, registration and recruitment activities. Occasional out of hours working may be required and annual leave may be restricted at certain times of the year. There will also be the need to support across the wider team to cover during colleagues holiday/absence.



Part 2A: Essential and Desirable Criteria

	Essential
	Qualifications and Professional Memberships: <ul style="list-style-type: none">Educated to A level standard or equivalent
	Knowledge and Experience: <ul style="list-style-type: none">Significant experience within a similar administrative support role where prioritising a varied workload, effective organisational skills, confidentiality and working with minimal supervision were key.Significant experience of servicing meetings, committees and panels, including taking accurate and effective minutes.Exceptional IT skills with a high degree of competence in the use of Word and Excel.Proven teamworking skills and understanding of effective customer service.
	Desirable
	Knowledge and Experience: <ul style="list-style-type: none">Previous experience of working within Higher Education or a large complex organization such as NHSPrevious experience of working with external stakeholdersPrevious experience of working in undergraduate medical education

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage	Communication <p>The role holder is required to, understand and convey straightforward information in a clear and accurate manner and the role holder is required to, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others.</p>
	Service Delivery <p>The role holder is required to deal with internal or external contacts who ask for service or require information; create a positive image of the organisation by being responsive and prompt in responding to requests and referring the user to the right person if necessary; deliver service that is usually initiated by the customer, and typically involves routine tasks with set standards or procedures and it is an important requirement to deal with internal or external contacts where the service is usually initiated by the role holder, working within the organisation's overall procedures or policies OR proactively seek to explore and understand customers' needs; adapt the service accordingly to ensure the usefulness or appropriateness and quality of service (content, time, accuracy, level of information, cost).</p>

	Team Development The role holder is required to advise or guide others working in the same team on standard information or procedures and the role holder is required to train or guide others on specific tasks, issues or activities; give advice, guidance and feedback on the basis of their own knowledge or experience; deliver training.
	Planning and Organising Resources The role holder is required to plan, prioritise and organise their own work or resources to achieve agreed objectives.
	Analysis and Research The role holder is required to analyse routine data or information using predetermined procedures and gathering the information from standard sources; work accurately to complete the task precisely as specified.
	Work Environment The role holder is required to work in an environment which is relatively stable and has little impact on the role holder or the way in which work is completed; be aware of health and safety procedures and reports concerns to others.
Date Completed:	June 2024