## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Disability and Dyslexia Services Administrator (part-time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Disability and Dyslexia Services</td>
</tr>
<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>4</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of Disability and Dyslexia Services</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Purpose of the Post

Disability and Dyslexia Services are responsible for organising the support of students who disclose a disability through their course at Royal Holloway, and for assisting in promoting disability equality and inclusive practices across the university. Working collaboratively with all student support services and academic departments to enhance the student experience. The Disability and Dyslexia Services Administrator provides administrative support to the Disability and Dyslexia Services Team. The post-holder will be responsible for many tasks which vary in accordance with the administrative requirements throughout the academic year.

### Key Tasks

- Manning reception and related duties
- First point of contact for staff and visitors
- Student enquiries
- Arranging appointments for students with various members of the DDS team
- Create Website content, as well as updating and maintenance
- Liaise with porters, catering, estates, other service providers.
- Minute taking and servicing meetings
- Supporting the Disability Advisors with invoicing for Disabled Students Allowance
- Maintenance of student records
- Keep abreast of key issues and developments affecting disabled students
- Assist with the organisation of student events (i.e. pre-sessional transition events for new students) and provide support for other student activities run by the DDS team
- Ordering of departmental supplies

### Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with: Internally across all areas of student support, student services, with academic departments and individual academic staff. Externally with student funding bodies, primary and secondary health care providers and other relevant organisations.