### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrative Assistant</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Academic Services</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>4</td>
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<tr>
<td>Accountable to:</td>
<td>Administration Manager, Academic Services</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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#### Purpose of the Post

Academic Services is an umbrella directorate which draws together a broad range of areas which are core to the student lifecycle. Its mission statement defines Academic Services thus:

*To take the lead in fostering an inspiring, rewarding and fulfilling student experience which enables students to succeed academically, personally and professionally.*

The Administrative Assistant will sit within the Academic Services Administration Team which provides administrative support to the following sections within the directorate:

- Academic Quality & Policy Office (AQPO)
- Centre for the Development of Academic Skills (CeDAS)
- Educational Development Centre (EDC)
- Student Administration

The focus of this role is on finance, event preparation, estates and HR assistance for the above sections, as appropriate.

#### Key Tasks

The main responsibilities of the post are:

1. **Finance, in particular:**
   - Assist with the processing of financial transactions using the College finance system;
   - Purchase goods/services via the finance system and purchasing card, as appropriate, such as teaching materials, equipment and stationary;
   - Maintain a log of stationary in the central store and respond to incoming requests from sections;
   - Organise and book conferences, travel and accommodation for staff, as required;
   - Process invoices and payments, for example; validations, PDR, EDC’s conveners and students;
1. Monitor and maintain the petty cash supply;
   Monitor the use of the Charge Card(s);
   Administer deposits to the Cash Office, as required;
   Assist with requests for information and the processes involved in the financial Year End.

2. Student and Teaching Prizes, in particular:
   • Assist EDC with the production and distribution of Teaching Prizes;
   • Assist AQPO with the production and distribution of Student Prizes.

3. Hospitality and ad-hoc room bookings for committees, meetings and events, in particular:
   • Arrange and log internal and external hospitality bookings;
   • Book and log ad-hoc rooms;
   • Assist with the organisation of staff events;
   • Assist staff with non-central meeting room bookings, e.g. in International Building.

4. IT, Equipment, Filing and Estates, in particular:
   • Maintain a log of equipment and leases held across sections;
   • Monitor the requirement and usage of keys and equipment by staff;
   • Liaise with the IT Help Desk on behalf of new/existing staff, as necessary;
   • Arrange and log AV assistance, as required;
   • Assist sections with the maintenance of electronic and paper-based filing and archiving, as required;
   • Report maintenance issues to Estates and monitor progress;
   • Assist with the improvement/maintenance of section spaces.

5. HR, in particular:
   • Assist with the tracking and/or reporting of staff absences and annual leave for sections, as appropriate;
   • Assist with recruitment and appointment processes for sections, including liaising with HR, interview arrangements, contacting applicants, responding to applicant queries, and ensuring New Starter documentation is provided, if required;
   • Administer contracts for EDC’s conveners;
   • Assist with the induction of new staff, as required;
   • Assist with maintaining staff records within sections, as appropriate.

6. Staff Development, in particular:
   • Maintain a record of staff development requests and activities, as appropriate;
   • Assist EDC with HEA membership of programme participants.

7. Health and Safety, in particular:
   • Assist the Health and Safety Co-ordinator(s) with their responsibilities;
   • Conduct and maintain a record of health and safety inductions and workstation assessments and reviews for members of staff;
   • Conduct and maintain a record of risk assessments, as required.
8. Assist the Administrative Officers with printing, photocopying and scanning tasks, as required.

9. Where appropriate, assist and provide cover for other administrative staff within the Academic Services Administration Team, particularly during peak periods and when cover is required due to staff absences or vacancies.

10. Any other duties as required by the line manager or heads of sections that are commensurate with the grade.

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.