## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>PA to Head of School and Student Support</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>School of Management</td>
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<tr>
<td>Grade:</td>
<td>RHUL 4</td>
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<tr>
<td>Accountable to:</td>
<td>Department Manager</td>
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### Purpose of the Post

This post is in the School of Management, within the Faculty of Management and Economics. The key areas of responsibility are secretarial support to the Head of School and Deputy Head of School, diary management and servicing committees.

### Key Tasks

- Provide confidential secretarial and administrative support including monitoring Head of E-mail management.
- Diary management.
- Use a variety of software to produce letters, reports, questionnaires, charts, tables and other papers.
- Draft correspondence of a routine and confidential nature.
- Develop and maintain effective filing systems for documentation.
- Prepare and send out mail-shots connected with the school from the Head of department.
- Take and monitor telephone calls.
- Organise meetings, prepare paper and take minutes for a number of committees.
- Participate in School working group and networks.
- Maintain databases.
- Support the reception area during peak periods.
- Create student attendance records on banner.
- Circulate attendance records appropriately.
Input registers into the student attendance database

Compile reports for colleagues about student attendance to allow the School to following attendance monitoring procedures

Maintain records for International student to ensure compliance with UKBA and student visa’s

Service student staff committees including assessment offence panels

Monitoring job offers and applications for Year in Business students

**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.