

**Buxton and Leek College (part of University of Derby)**

**Job Description**

# **Job Summary**

## **Job Title**

Administrative Assistant – Buxton & Leek Leadership Team

## **College/Department**

Buxton & Leek College

## **Location**

Buxton & Leek Campuses

## **Job Reference Number**

0634-21

## **Salary**

£17,961 to £19,015 per annum

## **Reports To**

College Support Officer

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The primary responsibilities of the role are to be involved in a variety of different tasks providing high level confidential support to the Senior Leadership Team including diary management, report production, minuting and collation of papers for various committees. As the role reports to the College Support Officer there will also be some administrative support duties which extend to the wider Buxton & Leek College Leadership Team.

The post holder should have excellent organisational skills and be competent in Microsoft Office and have the ability to prioritise and re-prioritise throughout the working day to achieve results.

## **Principal Accountabilities**

1. Assisting with the production of reports and documents for the Senior Leadership Team.
2. To arrange, monitor and support face to face and remote appointments/meetings, receiving and dealing with telephone calls, receiving external and internal visitors on behalf of the Senior Leadership Team.
3. Assisting the College Support Officer in the preparation and collation of papers for meetings and appointments.
4. Undertake secretarial support for Buxton & Leek’s Senior & College Leadership Teams meetings. Including but not limited to; circulation of agenda items, minuting and action recording/monitoring.
5. Processing incoming mail/e-mail and dealing with routine correspondence; referring matters to the appropriate department or member of the Senior Leadership Team where necessary under the guidance of the College Support Officer.
6. Liaising closely with Operations Managers and Curriculum Leaders reporting to the Senior Leadership Team and with staff in their departments.
7. Operating an online and where appropriate hard copy filing system to enable the office to always function efficiently, maintaining the Senior Leadership Team records.
8. Undertaking general administrative duties, which may include word processing, PowerPoint, spreadsheets, filing, updating records and photocopying/scanning, as well as other general tasks.
9. Operate as part of a team with the College Support Officer, sharing basic office duties as required, providing holiday/absence cover on occasions undertaking work as necessary on any University site or other location where College activities are undertaken.
10. Facilitate internal and external events, liaising with relevant suppliers, venues, and central University service partners under the direction of the College Support Officer.
11. To become competent in the usage of Buxton & Leek Colleges support systems to support with report generation. Including but not limited to; ProSolution, ProAchieve and eTrackr
12. Any other tasks commensurate with the post as required.

# **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* GCSE Grade 4 to 9 in English and Maths or Equivalent.

#### **Skills, knowledge & abilities**

* Excellent organisational and Microsoft Office 365 skills in Word, Excel, PowerPoint, Teams, SharePoint and OneDrive.
* Excellent oral and written communication skills
* Exceptional interpersonal skills
* Ability to demonstrate tact and diplomacy and deal with a wide range of contacts both internal and external to the University
* Ability to work flexibly
* Ability to prioritise and re-prioritise tasks to achieve results

#### **Business requirements**

* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner.

### **Desirable Criteria**

#### **Qualifications**

* Educated to A-Level standard or equivalent
* NVQ Level 3

#### **Experience**

* Experience of working in an administrative role, preferably in a large, complex organisation

#### **Skills, knowledge, and abilities**

* Ability to work on own initiative
* Ability to exercise tact and diplomacy to deal with the variety of complex and sensitive issues, a strong sense of professionalism
* Ability to assimilate large quantities of written and verbal information quickly
* Ability to assimilate information, develop a depth of understanding of a wide variety of matters and the capability to master the intricacies and nuances of specific problems and issues rapidly

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity, and inclusion. However, you identify, we actively celebrate the knowledge, experience, and talents each person brings.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)