

1 Advertisement

Post Title: Administrator (Phase 1)

School/department: Brighton and Sussex Medical School/ Phase 1 School Office

Hours: Full-time hours considered up to a maximum of 36.5 hours per week. Requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21053

Salary: starting at £24,533 to £27,979 per annum, pro rata if part-time

Placed on: 14 July 2023

Closing date: 11 August 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed.

Expected start date: As soon as possible.

Brighton and Sussex Medical School invites applications for the post of Administrator (Phase 1).

Primarily based on the University of Sussex campus, the postholder is part of a small, attentive and efficient School Office team providing the co-ordination and administration of teaching for Year 1 and 2 medical students.

The postholder will be the first point of contact for the School Office team and will signpost or deal with enquiries as appropriate, supporting and supplementing the work of the Course Co-ordinators in the facilitation and administration of teaching programmes.

For this diverse and interesting role, and a chance to support medical students in the first stages of their ongoing careers, applicants should have a good standard of education and possess excellent IT, communication and organisational skills.

Please contact Jennifer Downing, j.downing@bsms.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

www.brighton.ac.uk/jobs

www.bsms.ac.uk

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School

Please find further information regarding the school at [Brighton and Sussex Medical School - BSMS](#)

3. Job Description

Job Description for the post of: Administrator (Phase 1)

Department:	Professional Services
School:	Brighton and Sussex Medical School
Location:	Medical Teaching Building, University of Sussex Campus
Grade:	4
Responsible to:	Curriculum and Assessment Senior Officer
Responsible for:	n/a

Job Description

To have general responsibility for the administrative support for a number of School Office functions including finance and student administration.

PRINCIPAL ACCOUNTABILITIES

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1. Provide a friendly and professional reception and general enquiries service to students, faculty and visitors
2. Provide clerical support to school staff and officers, using knowledge and experience to solve standard problems directly where possible.
3. Within clear parameters to take responsibility for specific projects or areas of work.

KEY RESPONSIBILITIES

- Working as part of a team and within the wider institution, act as first point of contact in the administration office for students, staff and visitors. Respond to general enquiries interpreting university and external regulations as appropriate, referring to others as appropriate more complex issues or ones that are outside of normal practice.
- Role model good behaviours and knowledge to other team members and stakeholders.
- Assist in producing and maintaining a number of sources of information on the website and in publications
- Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff

- Follow administrative procedures, write new office procedures and set up new office systems
- Organise mailings for communication, training, and events, maintain mailing lists
- Compile agendas and draft minutes for team meetings
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables
- Raise purchase orders and arrange payment of invoices on the Finance System
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education.
2. Effective planning and organisational skills to organise own workload and priorities.
3. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
4. Ability to work flexibly within a small team and also on own initiative.
5. Competent IT skills to effectively manager own workload – MS Suite.

DESIRABLE CRITERIA

1. Relevant experience in a similar role.
2. Relevant experience working in a university or similar environment.