

Job Description

Job title	Administrative Assistant - Placements
School/Service	Institute of Education
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 4
FTE	37 hours per week/ 1.0 FTE
Date prepared	November 2021

Job Purpose

To be responsible for providing and ensuring effective administrative support for a range of student placement activities.

Relationships

Reporting to: Associate Dean - Students
Responsible for: No line management responsibility

Main Activities

- To provide administrative support for practice learning and employer engagement.
- To maintain computerised records using university systems to support work experience and practice learning provision, ensuring that University records are always accurate and tracking/paperwork is completed in a timely manner.
- Prepare and report data from university systems.
- Support the introduction of a university wide placement administration system.
- To liaise with placement providers and relevant Professional / Voluntary / Statutory bodies with regard to placement and student records.
- To liaise with students, making enquiries as necessary and as directed and offering signposting and referral to support services.
- To service appropriate Committees, Boards and Working groups, as required.
- To actively support the Institute in addressing equality issues in accordance with the Public-Sector Equality Duty relating to the student experience.

- To participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- To contribute to the maintenance of a safe and healthy working environment within the Institute.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

If you are successful in being appointed to a role, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.