

## **JOB DESCRIPTION**

**Job Title:** Administrative Assistant

**Department:** Works Department

**Reports to:** Head of Works

### **Purpose of role:**

The Administrative Assistant will provide administrative and secretarial support to the Head of Works and provide administration support to the members of the Works team.

### **Key accountabilities:**

- To provide full and confidential administrative support and assistance to the Head of Works. Support all members of the Works team with administration as required
- To manage and prioritise a high volume of e-mails on behalf of the Head of Works, identifying the emails to bring to the attention of the Head of Works and/or responding to others as appropriate
- To organise and manage the calendar and meetings on behalf of the Head of Works
- Arrange and co-ordinate contractor visits undertaking planned and reactive maintenance, including the preparation of permits
- Deal efficiently and effectively with enquiries and requests: assessing action required including ensuring matters are prioritised, then passed appropriately to the Head of Works
- Undertake minutes/records of meetings attended by the Head of Works
- To upkeep, administer and populate records on the departmental databases
- Assist with maintaining and operating the departmental filing system
- Deputise for the Helpdesk Controller as required, covering annual leave, sickness etc

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

## PERSON SPECIFICATION

Criteria	Description
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in secretarial/administrative role supporting senior manager(s) – essential</li> <li>• Experience of email management dealing with a high volume of correspondence - essential</li> <li>• Experience of calendar and meeting organisation and management - essential</li> <li>• Experience of a Collegiate/Higher Education environment - desirable</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Advanced Microsoft Office Suite User</li> <li>• Exceptional organisational skills, with the ability to plan, prioritise, multi-task and work quickly and efficiently, ensuring deadlines are met, irrespective of conflicting priorities</li> <li>• Exceptional interpersonal and communication skills</li> <li>• Experience of working in a fast-paced environment, with the ability to continue calmly whilst under pressure</li> <li>• Ability to deal confidently with enquiries from senior managers, prospective clients, colleagues and College members</li> <li>• Excellent writing ability, a good command of grammar and punctuation and confidence to draft correspondence</li> <li>• Ability to establish strong working relationships with colleagues</li> <li>• An ability to influence and represent/reflect the ethos of the Works Team</li> <li>• Diplomatic, with the ability to deal with confidential matters discreetly</li> <li>• A polite, punctual and professional manner</li> <li>• Meticulous attention to detail and a high standard of personal presentation</li> <li>• Pro-active and pragmatic, with a can-do attitude</li> <li>• Able to work with minimal supervision</li> <li>• Enthusiasm, willingness, flexibility and versatility</li> <li>• Common sense and patience</li> <li>• Initiative and intelligence</li> <li>• A positive attitude to routine tasks</li> <li>• Bright, confident and outgoing individual</li> <li>• Methodical and tidy</li> </ul>

## EMPLOYMENT DETAILS

<b>Salary:</b>	£28,417 per annum.
<b>Hours:</b>	39 hours per week. 8.00am – 5.00pm Monday to Thursday, 8.00am – 4.00pm on Friday.
<b>Holiday:</b>	25 working days plus public holidays (pro-rata for part-time working).
<b>Probationary period:</b>	6 months.
<b>Meals:</b>	Free lunch provided for staff who are on site and whose duties cover this period.
<b>Pension scheme:</b>	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
<b>Private Health Care:</b>	The College provides private health and dental insurance for self and family. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
<b>Gym:</b>	Membership of the College gym is available for a modest fee.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
<b>Cycle to work Scheme:</b>	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, following successful completion of the probationary period. Maximum limits apply.
<b>Employee Assistance Programme:</b>	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
<b>Childcare:</b>	Access to a workplace nursery, subject to places being available.
<b>Access to College</b>	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services, Many members of staff cycle to work and the College may be able to provide covered cycle parking.