

JOB DESCRIPTION



Job Title: Secretary/Administrator (25 hours over 5 days)

Department: Office of the Senior Bursar

Reports to: Senior Bursar

Purpose of role: The Secretary/Administrator will provide comprehensive support to the Assistant to the Senior Bursar working alongside the Senior Secretary to ensure the smooth and efficient running of the department. The office also provides support to the Finance Secretary and Secretary of the College Council.

Background to the role:

The largest College in Cambridge, Trinity has some 700 undergraduates, 350 postgraduates and over 180 Fellows. The Administrator post sits within the Senior Bursar's Office / Bursary Department which provides administrative support for the College's investments and its Trust Funds.

Responsibilities:

- first point of contact for routine enquiries to the Senior Bursar's Office, whether electronic, verbal or by post.
- manage e-mails directed to the collective mailbox for the office of the Senior Bursar and Finance Secretary.
- handle routine correspondence, including drafting letters and emails to send on behalf of the Senior Bursar and Finance Secretary.
- arrange internal meetings, book rooms, meet and greet of visitors and arrange hospitality.
- assist with the production and distribution of papers for a variety of routine and ad hoc meetings.
- provide comprehensive support to the Senior Bursar's office, alongside team members, to ensure the smooth and efficient running of the department.
- file management (includes document filing in both paper and electronic format, photocopying, scanning, shredding and archiving).
- monitor and maintain office supplies.
- help implement and maintain procedures/administrative systems.
- develop a clear understanding of the operation of all departments of the College and maintain good communication with colleagues.
- liaise with other departments (internal and external).
- provide cover for team members in case of absence.
- ability to maintain complete confidentiality.

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 job or to reflect the latest technology or best practice.

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PERSON SPECIFICATION

Experience, qualifications and knowledge

- good general education to include GCSE (or equivalent) grade C or above in English and Mathematics.
- experience of working in a busy office environment.
- up-to-date IT knowledge with excellent keyboard skills, experience of Microsoft Office applications (notably Word & Excel) and electronic document management.
- ability to use technology effectively and creatively to enhance office systems, or to introduce new systems.
- capacity to learn new software and work routines quickly.
- ability to handle and protect confidential and sensitive data with integrity.
- proven experience of dealing with a wide variety of people and handling issues using tact, discretion and confidentiality.

Personal attributes

- personable, professional manner with a sense of humour.
- excellent organisational skills.
- ability to work under pressure to meet deadlines and the initiative to use quiet times creatively and effectively.
- confidence and ability to work without detailed supervision.
- excellent interpersonal and communication skills and the ability to establish and maintain good working relationships.
- thoroughness and accuracy when accomplishing a task, meticulous attention to detail.
- skill and sensitivity in dealing appropriately with others and with difficult or delicate situations.
- willingness to seek advice and attend any training required to enhance job skills.
- team player.

Health and safety

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

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EMPLOYMENT DETAILS

- Rate of Pay:** £24,183 per annum pro rata (part-time equivalent is £16,678 per annum)
- Hours:** 25 hours per week. There is a requirement to work 5 days per week, Monday to Friday with a preference between 10 am – 3 pm; however, there may be some flexibility with working hours.
- Holiday:** 25 working days plus 8 public holidays.
- Probationary period** Six months.
- Housing allowance:** Upon successful completion of the probationary period staff are normally eligible to receive the housing allowance currently set at £1020 pa (pro rata for part time staff), which is paid quarterly.
- Meals:** Free lunch is provided for staff whose duties cover this period.
- Pension scheme:** 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.
- Private Health Care:** The College provides free health care currently through membership of BUPA. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
- Gym:** Membership of the College gym is available for a modest fee. Inductions are compulsory.
- Sports & Social Club:** The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.