

Job Description

Job Title:	Personal Assistant to the Heads of School
School/Service:	UCLan Cyprus Schools
Responsible to:	Heads of School
Job Purpose: To provide comprehensive personal assistance and secretarial services to the Heads of School. To work co-operatively with other administrative and support staff in the University, and to maintain effective external customer and stakeholder liaison on behalf of the Heads.	
Main Duties and Responsibilities: - To be responsible for all matters concerning the Heads' correspondence: - Receive all correspondence, redirect and reply as required. - Assist the Heads with priority for action / reply. - Distribute all outgoing correspondence. - Draft standard letters and memos as required. - To undertake effective communication and liaison at all levels, both internal and external to the University at Regional, National, International and Governmental levels. - To undertake word-processing and/or typing of letters, memoranda, reports, notes, minutes, presentation materials and statistical data etc., using appropriate software packages. - To arrange and service meetings, prepare agendas, take minute of meetings of each Head's committee and school meetings, distribute action sheets, maintain records and pursue action points that arise. - To provide assistance to the Heads through personal organisation: - Maintain and control diaries and time management via the use of MS Outlook Calendar including sending electronic calendar invites. - Arrange travel and accommodation (internal and overseas) for each Head as required including completion of Travel Approval Forms. - Prepare files and papers in advance as required by the Heads, for meetings, committees, interviews etc. - Completion and processing of financial documentation for each Head i.e. expenses approval claim forms, monthly expense claim forms, business cases for new staff, purchase orders and invoices. - To be responsible for incoming and outgoing telephone calls and the reception of visitors to each Heads' office: - To receive and screen incoming calls, re-direct as necessary, provide information and advice where appropriate and take messages. - To receive external visitors to each Head's office and provide hospitality.	

7.	To maintain office filing systems mainly web-based and electronic, ensuring that all information is both current and accurately filed.
8.	To operate in accordance with regulations and legislation on both data protection and freedom of information and to safeguard standards of security/confidentiality where these relate to the University.
9.	To provide administrative services for each Head including fact finding and the preparation of reports, including use of appropriate research tools.
10.	To undertake administrative support for local HR processes e.g. arranging interviews, preparing paperwork and processing contracts for staff paid by the hour.
11.	An ability to work flexibly with other members of the University is essential to ensure that the current and future administrative needs of the School are met over the calendar and academic year.
12.	To undertake general University administrative duties as and when required, which may include some or all of the following: • Support for School committees or working parties including taking minutes of meetings in turn with the Admin clerks. • Assistance with administrative processes at key times of the year for e.g. assessment, enrolment and progression. • Assistance with Open and Applicant days and the production of induction materials.

Print Name:	
Sign:	
Date:	