JOB DESCRIPTION

Job Title: Bursars’ Executive Assistant

Keble Grade: 3 (£35-37k)

Reports to: Bursar

Overall Objectives:

To assist the Bursar, the Domestic Bursar and HR Manager in the carrying out of their tasks by providing administrative support and assuming delegated responsibility for certain of those tasks.

Key Responsibilities:

1. Executive Assistant to the Bursar and the Domestic Bursar (‘the Bursars’)

Office Administration
• Process the Bursar’s incoming post
• Process the Bursar’s emails and manage his Outlook calendar.
• Deal with routine correspondence and telephone enquiries without reference
• Screen telephone calls and deal with any enquiries,
• Maintain filing as required (both electronic and paper)
• Identify opportunities for improving efficiency and take appropriate action
• Maintain stationery levels and manage stationery budget
• Maintain confidentiality of information in compliance with the Data Protection Act and College Policy.
• Record and document attendance records for the Bursars’ direct reports
• Administer student parking arrangements for the start and end of term
• Administer college insurance policy and any claims.
• Administer college Healthcare and Dental Plan and membership
• Maintain and update Chattels database
• Maintain utilities data for monthly/quarterly CRC submissions
• Maintains circulations lists on SYMPA and Outlook
• Maintains JCR/MCR Committee and Sports Captain’s Lists for college departments and Dean

Diary Management and Meetings
• Manage the Bursars’ diaries, prioritising requests for meetings and ensuring efficient use of the Bursars’ time
• Arrange meetings as requested, book meeting rooms, Outlook invitations, AV aids.
• Confirm arrangements prior to the meetings
• Ensure that the relevant papers are available for the meetings.

Committees of which the Bursar is Secretary
• Ensure that the agenda and papers for committees are circulated in good time
• Email agendas to members of GB
• Raise templates for future agendas/minutes
• File papers electronically on SharePoint
Other related duties

• Act as Secretary to the Domestic Committee and administrator for the Student Support Committee.
• Administer Black Tie Dinner Organisers’ meeting for Dean
• Maintain and issue termly internal Telephone List/SCR List
• Cover for Warden’s PA when required

2. Administrative support to HR Manager

• Administer Academic/Staff parking, issue of permits, maintain a database of approved permit holders and liaise with I.T.
• Maintain People Inc. personnel database, input of new details, data amendments and leavers.
• Raise hard copy personnel files for new appointees for HR Manager.
• Maintain annually a list of approved college vehicle drivers and their licence details
• Liaise with employees on behalf of HR Manager for such items as Bus Passes.

3. Delegated responsibility the oversight of various College activities

Within the College there are a wide range of student activities that require bursarial oversight. Most involve student committees, the membership of which changes from year to year. The Bursars’ EA plays a leading role in ensuring that continuity is preserved, rules and procedures are followed and finances are kept in good shape. The EA only involves the Bursar or Domestic Bursar if, in the EA’s judgement, the need has arisen. Subject to this, the EA takes responsibility for the administration and oversight of:

• the two College gyms (one on the Main Site and one at the Allen Centre)
• the College’s squash courts
• the Martin Esslin Society (which runs drama in the College, including all productions in the O’Reilly Theatre. Signatory on Martin Esslin Society bank account.
• the Keble College Boat Club

In each case the EA oversees the work of the society’s president and committee, is a signatory on its bank account, deals with equipment, maintenance and security matters, and refers to the Bursar such matters as are judged to require bursarial input.

The EA also provides administrative support for the Senior Common Room (that is, the Common Room for the Fellows of the College). These duties include:

• Producing and circulating papers for SCR meetings including Food and Wine Committee.
• Maintaining SCR files for membership and meeting papers.
• Producing and circulating correspondence for newly elected Honorary Members of SCR
• Preparing invitations and seating plans for termly SCR dinners
• Updating annually the complete list of SCR users with addresses and meal entitlements and the lists of charges

Agreed by: Bursar Date: January 2020
Bursars’ Executive Assistant – Person Specification

QUALIFICATIONS

Essential:
1. Educated to least A-level (or equivalent).
2. Proficient in MS Office applications including, in particular Word, Excel and Outlook.

Desirable:
Secretarial qualification or Diploma.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential:
1. Previous experience of working as an Executive/Personal Assistant at a similarly senior level.
2. Excellent written and verbal communication skills: excellent English (spelling, grammar and punctuation) with a sharp eye for clarity, detail and consistency.
3. Accurate typing skills.
4. Strong proof-reading skills.
5. Ability to use initiative and work largely independently on a self-managed basis.
6. Ability to use initiative by completing tasks on behalf of the Bursar when appropriate.
7. Ability to multi-task and prioritise, planning own workload to fit around the needs of the Bursar.
8. A reliable, organised and skilled administrator, able to assimilate information quickly.
9. Practical experience of drafting briefings, presentations and other high-level correspondence.
10. Experience of preparing materials for projects and meetings (e.g. reading, annotating, taking minutes and checking actions) on behalf of the Bursar.
11. Experience of running small projects, including records management systems
12. Ability to occasionally work under pressure and to a high standard.
13. Sympathy with the values, ethos and objectives of a collegiate institution.

Desirable:
1. Experience within any of the following sectors would be beneficial but is not essential: Finance, Compliance, HR or Health & Safety.
2. Understanding of the General Data Protection Regulations.

PERSONAL QUALITIES:
1. Professional: discrete, diplomatic and sensitive to the culture of the College and in relationships with all College employees - the role will be party to personal and sensitive information.
2. A “can do” attitude with a good sense of humour
3. An interest in higher education
4. Resilience and the ability to cope with pressure.