

**University of Cambridge**

**School of Technology**

**Administrative Secretary (Senior Secretary)**

**Full-time: Grade 4 - Salary range from £20,409 - £23,661pa**

**FURTHER PARTICULARS**

**Background**

The School of Technology is one of the six Schools in Cambridge. It consists of four Departments and one institution: Engineering (six divisions), Chemical Engineering and Biotechnology, Computer Laboratory, the Judge Business School and the University of Cambridge Programme for Sustainability Leadership, with a turnover of £78m p.a. (including £37m research grants and contracts), and a staff population of approximately 240 academics and 841 other staff.

The School Office interfaces with a number of institutions both externally and internally, and the central administration (especially close contact with the Academic Division, Finance Division, the RSD and HR Division). It establishes administrative procedures for Departments to follow in order to ensure compliance, both in terms of financial control and auditable paper trail according to externally imposed guidelines.

Schools have been devolved more financial responsibilities. The range of activities that the School Office is actively engaged in and proactively works on has increased significantly, and includes activities related to estate, personnel, research, and postgraduate education. The Office coordinates these activities and keeps up to date with day-to-day developments in order to support the Head of School in his/her role on central committees, and the Council of the School in its deliberations.

The post-holder is the Administrative Secretary of the School, reporting to the Secretary of the School, performing administration for the School Office and providing a secretarial service to all the School Office based staff.

**About the post**

The Administrative Secretary primarily works for the Secretary of the School of Technology, the Assistant Secretary, Finance Manager and Finance Advisor, and indirectly for the Head of School, as a major function of the School is servicing the Council of the School and its Committees.

The post has a key role in maintaining the smooth running of the Office. A high level of responsibility and organisational skill is required since we rely on the post-holder in all office matters. A summary of the duties is listed below.

### Administrative/Secretarial Duties:

Provides full secretarial and administrative support, to the Secretary and administrative support to the other Officers of the School Office.

Provides a comprehensive secretarial service which includes:

- Word processing (letters, reports, memos, emails, minutes),
- Mail – collecting, opening and dispersing,
- Faxing,
- E-mailing,
- Photocopying.

Keeps the diary, arranges meetings including catering.

Carries out filing and keeps official records.

Helps with drafting/editing papers/correspondence or other documents.

Collates information and helps to analyse routine data or information for use by others in the School Office.

Organises events and School level visits such as visits by external academics or funding bodies.

Distributes research calls to Departments, as required.

Obtains information for the preparation of relevant forms related to Council/School business such as permissions to fill vacancies/new needs in the School and keeps a record of posts processed for the School Office.

### Support for Committee Administration:

Organises committee papers, drafts the agenda and the more routine minutes for the Council of the School of Technology and its standing committees, as required.

Prepares and circulates papers via PDF format

Follows up with the relevant officers about any actions required/performed, including writing standard letters and drafting other letters.

Puts the Council of the School Minutes on the web page.

Schedules meetings, organising events such as the annual dinner.

Keeps a record of the actions agreed and reminds School Office Officers about outstanding actions.

### Office Management:

Deals with general enquiries, referring them to other School Office staff if necessary.

Ensures smooth running of office, including maintaining and ensuring office equipment is serviced and in working order.

Issues keys and keeps records for security purposes.

Maintains office stock and orders all office supplies.

Ensures building faults are reported and takes forward requests for repairs with the appropriate bodies.

Orders computers, software and relevant supplies. Liaises with the Engineering Dept. Computer Officer to arrange installation, maintenance and troubleshooting of all the office computers and the network.

Maintains, helps improve and enlarges as appropriate, a comprehensive and detailed filing system. Maintains database and email lists of contacts.

Implements back up procedures for the security of documents held on the shared drive.

Updates and maintains School web page and the School mailing lists

Scans and identifies key articles/information from journals, general circulars, communication briefings and press notices and brings them to the attention of the Officers of the School Office

#### Other Duties

These include the following:

Acting as Departmental Safety Officer  
Keeping office accounts  
Recording staff holiday and sickness

#### **About the person**

We are looking for a friendly person with a strong work ethic and excellent organisational skills.

The knowledge, skills and experience required for the role are:

1. A recognised secretarial qualification or equivalent administration experience.
2. Numeracy and excellent IT skills, including the ability to understand the application of standard software packages and being fully conversant with spreadsheets. Experience of, or demonstrating the ability to learn, in-house software systems. Ability to maintain a web-site and mailing lists is essential (training will be provided).
3. Excellent written skills including editing and proof-reading skills. Experience of minute-taking at a senior committee level is desirable.

4. Exceptional organisational ability and ability to organise own workload and keep up-to-date with wider university initiatives. Attention to detail, including being accurate, systemic and consistent in output.

5. Excellent interpersonal skills with good verbal skills, together with a calm, friendly, enthusiastic and personable disposition. This includes the ability to deal with people at all levels with confidence, confidentiality and tact.

6. Self motivated, proactive approach, able to use initiative appropriate to the grade of the post, with the ability to work pro-actively, both independently and as part of a team.

### **Making an application**

Applications should be submitted via CV and on a University application form CHRIS 5 (parts 1 and 3 only), together with details of two referees to:

Ms Irene O'Flynn  
HR Adviser,  
25 Trumpington Street,  
Cambridge CB2 1QA.

Email: [nio20@admin.cam.ac.uk](mailto:nio20@admin.cam.ac.uk)

Tel: 01223 765809

Closing date: 14 October 2011.

If you have not heard from us by 28 October 2011, please assume that you have not been successful. Thank you for your interest.

*The University values diversity and is committed to [equality of opportunity](#)*