



JOB PURPOSE

To assist in the provision of a general clerical service to the University to ensure the efficient completion of general administration.

MAJOR DUTIES

Job Purpose

- Accepting and re-routing telephones calls and operating switchboard as necessary.
- Answering enquiries and assisting staff, students and the public.
- Carrying out photocopying duties as required.
- Faxing documents.
- Word processing of documents, maintaining and creating spreadsheets and databases.
- Inputting data on computer packages.
- Filing of documents.
- Payment processing.
- Monitor and replenish levels of stocks/stores of equipment and supplies.

The above list of duties is neither comprehensive nor exhaustive but outlines the general requirements of the post. Other duties may arise of a more general nature which is consistent with the job title and hourly rate attached to this post.

Location of the post will be subject to the requirements of the University.

ESSENTIAL CRITERIA

The successful worker will have:

1. A minimum of 5 GCSEs or equivalent Grades A-C, including English Language and Maths with **either** a recognised IT/Word Processing qualification, e.g. CLAIT, ECDL, OCR/RSA **or** 6 months' experience of data inputting/word processing.
2. **Either** a minimum of 1 year's experience of working in an office environment within the last 5 years with duties similar to those outlined above **or** have a minimum of 6 months' experience of working in an office environment within the last 5 years with duties similar to those outlined above and a recognised IT/ word processing qualification, e.g. CLAIT, ECDL, OCR/RSA.
3. Evidence of good oral and written communication skills.
4. Evidence of working as part of a team.