Administrators (Full time and Part time)

Job Summary

Is it time for a change?

Do you know what roles might be available beyond your own school or department?

Delivering a diverse range of courses to over 18,000 students across 8 schools, the University has a remarkable variety of opportunities for quality Administrators that you may never have considered.

Internal staff have responded well to being able to apply at any time to join the talent pool for lateral or promotional moves, so we are extending this opportunity.

For lateral moves within the same grade, please contact resourcing@rgu.ac.uk and include an up-to-date copy of your CV. A brief Microsoft Teams meeting will then be arranged to discuss your career interests and preferences. This will allow us to notify you of any suitable vacancies that arise at your current grade.

If you are seeking a promotional opportunity, please submit an application, taking time to provide detailed and quality responses, as with any application, you will only be progressed to the next stage if you have provided sufficient evidence.

Please note: The salary banding for this advert spans three grades to cover applications for Grade 2-4.

Person Specification

ESSENTIAL REQUIREMENTS

Knowledge and Experience

Evidence of good working knowledge of a range of MS Office applications

Evidence of good working knowledge of a database

Evidence of carrying out a range of administrative tasks in a professional capacity

Evidence of handling personal/confidential data

Behaviours

Communication – Demonstrate the ability to receive, understand and convey both straightforward information, and information requiring careful explanation, in a clear and accurate manner

Service Delivery - Experience of giving customers a positive and satisfactory service, by providing accurate and up to date knowledge of services available in own and related areas of work