

Post Details	Last Updated: 18/09/2025		
Faculty/Department	Faculty of Health and Medical Sciences, School of Medicine		
Job Title	School Administrator		
Job Family	Professional Services	Job Level	2b
Responsible to	Senior School Administrator		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
<p>To provide comprehensive administrative support within the Medical School, serving as a key point of contact for academic staff, visitors and external partners. The post holder will deliver professional and responsive administrative assistance to School meetings and committees, support strategic projects and regulatory requirements, and ensure efficient daily operations in accordance with University and Faculty policies and procedures</p>			
<u>Key Responsibilities</u>			
<ol style="list-style-type: none"> <li>1. Provide comprehensive administrative support including diary management, maintaining shared inboxes, managing meeting rooms and stationery stocks, and ensuring efficient daily office operations.</li> <li>2. Coordinate the onboarding of new academic staff including ordering equipment, liaising with IT and HR departments to facilitate system access and providing comprehensive signposting to relevant support services and resources.</li> <li>3. Create, update and maintain communications content across various digital and print materials including websites, prospectuses, and learning platforms (such as SurreyLearn) while preparing, formatting and distributing documents.</li> <li>4. Organise and provide full administrative support for internal and external meetings and committees, including preparing agendas, assisting with preparing slide decks, distributing papers, taking accurate minutes, and tracking/following up on action items. This will include assisting with GMC accreditation visit arrangements.</li> <li>5. Assist with financial administrative duties including raising purchase requisitions, placing orders, processing invoices and expenses, and coordinating visitor arrangements with associated costs.</li> <li>6. Maintain an organised filing system for the School, ensuring accurate, detailed, and effective filing of all documentation in both electronic and hard copy format where necessary, in accordance with University records management policies</li> <li>7. Support the Senior School Administrator and Faculty colleagues in delivering key strategic projects including workload planning, annual appraisals, probationary documentation, and additional ad-hoc projects as required, such as Faculty Equality, Diversity and Inclusion activities.</li> <li>8. Provide absence cover for other members of the School Administrator team and Faculty administrative staff as required, under the direction of the Senior School Administrator or FHMS Executive Assistant.</li> </ol> <p>N.B. The above list is not exhaustive.</p>			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

### Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

#### Planning and Organising

- The post holder will work with some independence, initiative, and minimum day to day supervision from their line manager in order to arrange their workload within a set of established standard operating procedures.
- They will be expected to provide a high quality of customer service and will be able to continually demonstrate this.

#### Problem Solving and Decision Making

- The post holder will be expected to provide support to solutions for day-to-day problems using standard operating practices and best practice guidelines. They will use judgement to decide when and how to respond to queries and delegate tasks to colleagues within the School as appropriate
- They may occasionally experience more unusual queries or issues, where there is no formal guidance or trouble shooting. In these cases, or situations where solution is not straight forward they will refer the matter to their Line Manager as appropriate for guidance/resolution.

#### Continuous Improvement

- The post holder is encouraged to make suggestions to improvements in working methods, implementing them under the guidance of their Line Manager in order to ensure the smooth running of the service they provide.

#### Accountability

- The post holder is expected to Develop and maintain productive and collaborative relationships with students, managers, colleagues, and other service areas demonstrating professional credibility
- The post holder is expected to create an excellent first impression for visitors and to provide a strong customer-oriented service.
- You will be privy to sensitive and confidential information and as such is expected to maintain high levels of confidentiality.

#### Dimensions of the role

- The post holder does not have any budgetary or supervisory responsibility.
- The post holder will take a flexible approach to support school and faculty activities as and when required. They will work closely with academic staff, other School administrators, staff in central University teams, and broader Faculty staff. Externally the post holder may liaise with representatives from other Higher Education Institutions and NHS/health organisations.

<p>Person Specification This section describes the sum total of knowledge, experience &amp; competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.</p>		
Qualifications and Professional Memberships		
<p>GCSE Level English and Maths or equivalent, plus some relevant work experience.</p> <p>Or: Learning gained through work experience of several years. Will include short courses and other formal training.</p>		E
Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
Previous experience of working in an administrative role	E	2
Excellent IT Skills (Word, Excel, Outlook, PowerPoint, TEAMS, Zoom, SharePoint) and ability/willingness to learn bespoke software systems	E	2
Experience of minute taking, working to tight deadlines and managing upwards	E	1
Experience of multiple diary management using MS outlook	E	1
Ability to handle sensitive information in a confidential manner	E	1
High degree of accuracy and attention to detail	E	1
Experience of the Higher Education Sector and a basic awareness of the activities of the University	D	n/a
Special Requirements:		Essential/ Desirable
Willingness to provide administrative assistance and/or cover for other members of the Faculty administrative team, working flexibly to achieve key objectives.		E
Core Competencies		Level 1-3
Communication		2
Adaptability / Flexibility		2
Customer/Client service and support		2
Planning and Organising		2
Continuous Improvement		1
Problem Solving and Decision-Making Skills		1
Managing and Developing Performance		n/a
Creative and Analytical Thinking		n/a
Influencing, Persuasion and Negotiation Skills		n/a
Strategic Thinking & Leadership		n/a
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
Organisational/Departmental Information & Key Relationships		

### Background Information

The Faculty of Health and Medical Sciences comprises five schools, School of Biosciences, School of Health Sciences, School of Veterinary Medicine, School of Psychology and School of Medicine all working together as part of a 'One Health, One Medicine' vision, to provide interdisciplinary research, innovation and teaching in human and animal health.

### Department Structure Chart

