Job Title: Domestic Bursary Administrative Assistant
Accountable to: Head of Conferencing and Events
Accountable for: N/A
Liaison with: Students, Staff, Fellows

Overview of Role
Under the leadership of the Head of Conferencing and Events, the Administrative Assistant will be responsible for administrative support to all aspects of Conferencing, Events and Accommodation operations of the College in support of its overall objectives of excellence in higher education and research. The post holder will be required to provide administrative support to the Domestic Bursary team including day to day general office duties, banking, preparation of place cards and seating plans, AV set up, room bookings, invoicing through KX etc.

Specific Duties:
- Providing general admin support for all conferencing, events and accommodation activities including Guest Room bookings and invoicing;
- Liaising with the Treasury on guest room bookings and invoicing, including internal transfers;
- Providing support with the Kinetics system for conferencing and events purposes including invoicing;
- Assisting with AV set up and supporting users with the use of the equipment as required;
- Helping the team with the preparation of signage, menus, room labels, information packs, name cards and seating plans;
- Helping the Domestic Bursary teams with meal booking queries;
- Liaising with the SCR Steward on wine lists and invoicing;
- Providing administrative support in regard to all student accommodation contracts and their distribution at the start and end of each term;
- Collating student contracts and hastening late returns;
- Keeping the Main Room List up to date in liaison with the Accommodation and Facilities Officer;
- Assisting with accommodation allocation and the administration of contracts for the conferencing period;
• Collating contractor information for Domestic Bursary purposes, including RAMS and public liability insurance documentation;
• Recording gifts and hospitality for the Domestic Bursary;
• Ordering of various stationary supplies for the Domestic Bursary office;
• Ordering, managing and issuing uniform to Domestic Bursary staff;
• Controlling internal and external post;
• Support with banking, including control of petty cash;
• General filing and management of paperwork;

Other relevant duties as required by the line manager from time to time.
Person Specification

Qualifications, Skills and Experience

Essential

• Good standard of education i.e. Maths and English GCSEs (grade C or above) or equivalent
• Effective listening, verbal and written communication skills
• A confident and friendly approach, the ability to build and maintain relationships with people at all levels including internal (Fellows, Staff & Students) and external (suppliers & contractors) customers
• Strong I.T. skills, particularly Microsoft Office
• Ability to learn quickly about the business and a constant willingness to improve
• Self-motivated and able to work effectively as a team player demonstrating positive collegiate behaviour
• Good administrative skills including excellent time management, accuracy and attention to detail
• Ability to work effectively in a constantly busy environment
• Ability to design and process a wide range or documents in accordance with instructions and house style, paying attention to detail

Desirable

• Professional and friendly manner
• Good at working as part of a team and on own initiative
• Knowledge of KX suite