



Faculty Office Administrator

(Post Reference NU2825)

Salary Scale: £24,900 – £26,942 per annum

Vice-Chancellor
Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

Birmingham Newman University

The university is named after the 19th century cardinal St John Henry Newman who wrote 'The idea of a university' in 1852, and we are still guided by the vision of a community of scholars. The university is built around community, and the belief that education enables students to develop new ways of understanding the world, to help make a positive impact within it. This is delivered through smaller class sizes and an interactive learning style. The Catholic ethos has been retained and our students are from all faiths and none. The university is proud of its diverse, friendly and inclusive environment, where students are welcomed and receive transformational learning opportunities together with support in preparing for employment.

The modern single campus, eight miles southwest of Birmingham city centre has had a recent £20M investment into the campus facilities, building Halls for 200 students, and improving the teaching, learning and social spaces for students with outdoor and indoor facilities. A new law court, a careers and employability hub together with a computer science lab, and accessible student helpdesk are some of the additional facilities and improvements made for our students. The university continues to build its environmental sustainability, already generating 20% 193000kW, of our energy used via on site of solar energy.

In addition, the building of a new School of Nursing and Allied Health has been established to broaden the curriculum including new courses in Adult Nursing, Mental Health Nursing and Physiotherapy which started in September 2023. The university will be providing qualified practitioners from diverse backgrounds, for the local West Midlands Health sector, and beyond.

We are proud to be ranked as 1st for Student Satisfaction 2025 by the Good University Guide, while also we were 1st in the West Midlands and 7th in England for full-time student satisfaction in the National Student Survey 2024. Enrolments from non-selective state schools are one of the highest in the country (99%) and Birmingham Newman University has the biggest proportion of students who are first in their family to experience higher education (72.2%), with more than 45% of students coming from Black, Asian or ethnic minority backgrounds. The university runs outreach programmes and has many partnerships with more than 50 schools and further education colleges in the region offering support and opportunity to pupils.

The university is 'teaching-led' and does not employ staff for research alone but ensures that students have regular contact with active researchers. Birmingham Newman University has also retained its Silver status in the latest Teaching Excellence Framework, which was published by the Office for Students. With our distinctive commitment to transformational impact, we maintain our mission to make a positive difference to individuals and communities through our excellent. In the latest Research Excellence Framework (REF 2021) Newman doubled our number of academic teams submitting work, and also doubled research of world-leading status. Research is undertaken across a wide range of academic and professional disciplines and attracts external funding.

Our mission

To serve our diverse communities by making high-quality, globally connected education accessible to all those who are able to benefit from it, as well as engaging in research, scholarship and professional practice that informs our learning and teaching and has a positive impact on society. Birmingham Newman University prides itself on community and inclusion both on campus in relation to our students but also in terms of outreach and engagement.

Birmingham Newman University is currently implementing the 2020 – 2025 Strategic Framework which was derived from conversations with staff, students and our wider communities. It represents a widely shared view of the future of Birmingham Newman University

This framework presents our objects, vision, mission, values and six strategic objectives, with a focus on working in partnership with, and transforming the lives of our students.

Our values:

- We champion and give voice to the catholic traditions of education, equality, and social justice.
- We respect and value all contributions, recognising that we are a single community, inspired and united by our shared vision and mission.
- We place student learning and welfare at the centre of all we do and we offer a nurturing environment for all students.
- We are ethical, honest and humane. In difficult situations, we will seek to work with understanding, kindness and compassion.
- We recognise and embrace the power of community and build respectful relationships that help us excel.
- A mission of service motivates us, seeking the common good with care and love.

Our strategic objectives:

- To transform students' lives
- To work in partnership with our students
- To grow our institution
- To nurture our staff
- Add to knowledge and cultivate wisdom
- Serve our diverse community and the wider world

The 2020 – 25 strategic plans focus on the success of our students, and the growth of student numbers. Our growth will be responsible and sustainable aligned to our mission and values enabling students to gain an outstanding experience and to succeed in their chosen careers. The university offers opportunities for lifelong learning for those returning to learning or seeking a career change irrespective of age, background, or previous educational experience.

Providing a personalised student experience is a hallmark of the Birmingham Newman University offer, we listen to our students to continually shape the university experience, to ensure that our students are at the heart of all that we do.

Job Description

Job Title:	Faculty Office Administrator
Grade:	4
Salary:	£24,900 – £26,942 per annum
Hours:	37 per week
Department:	Faculty of Education [FEEd]
Reporting to:	Faculty Office Manager

Purpose of Post:

This post holder will form part of the Faculty Office Administration Team, taking responsibility to provide a full range of administrative support for one or more of the faculty's programmes, ensuring that services are efficient, effective and adapt to changing circumstances. The team will work together under the guidance of the Faculty Office Manager [with input from other members of the faculty Leadership team], developing common systems and processes standardised on best practice and ensuring that University regulations and procedures are adhered to. Maintaining accurate data records and using relevant data management tools will form a key element of the post holder's tasks. This is a busy and varied role involving daily communication with academic staff, students, stakeholders and partners, as well as applicants and candidates for our courses, so the post holder will need to have excellent organisational skills, demonstrate a good use of initiative, and be able to multi-task and prioritise, to ensure the continued smooth running of the faculty.

1. Main responsibilities:

1A. Programme – Support for Teaching and Learning, Supervision and Administration

- To implement a set of common core business processes delegated by the Faculty Office Manager, standardised on best practice to support the student life cycle and partake in regular reviews to ensure continuous improvement, balancing the needs of individual departments with efficiency benefits of aggregation and standardisation.
- To administer academic programmes with a consistent and robust approach whilst adhering to University Academic Regulations and processes.

- Offer support to Academic Heads of Subject and Programme Leaders, to facilitate the smooth operation of their programmes.
- Support and maintain the Quality Assurance of programmes.
- Provide support and guidance for enquiries from students, staff, and external contacts, always maintaining professionalism and confidentiality. Dealing effectively with telephone calls, written communications and face to face enquiries, operating via Microsoft Teams, Office 365, and Teams Telephony and other operating systems.
- To support validation processes for new or existing programmes and ongoing robust administration of programmes by working closely with Heads of Subject, Faculty Manager, Programme Leaders and academic teams, as well as liaising with university central services such as Admissions, Registry, Timetabling Assessments, and Quality as appropriate.
- To support the administration of any externally funded projects or resources, such as bursaries for ITE students, ensuring accurate records are maintained and monitored for audit purposes.
- Servicing Student Staff Consultative Committee [SSCC], Departmental or Programme or team meetings, arranging rooms, organising attendees, and taking accurate minutes.
- Facilitate the sign off process for ITE students when they have completed the programme, ensuring accurate records are made and Early Career Teacher [ECT] data is captured for Graduate Outcomes and Ofsted purposes, exchanging data records as required, for internal reporting use.
- Support the Faculty Office Manager and Academic Heads of Subject with the facilitation of payments and production of purchase orders and invoices as required.
- Maintain office electronic filing systems and assist with general office duties as required by the Faculty Office Manager or Academic Heads of Subject.
- Produce internal /external materials such as information packs and handbooks and update relevant University Web pages.

1B. Student Records and Data Management

- Working with data management tools to create and maintain accurate records for all Faculty of Education students, including, but not limited to, attendance, placement information, course progression, updating assessment grades .
- Liaising with other departments such as Admissions, Registry, Assessments, to share and disseminate information.
- Support the allocation of students to partnership tutors and ensure that records are maintained, making students and tutors aware of this relationship, including the updating of SITS, group lists for the programme and registers as appropriate, either manually or by use of relevant software systems
- Assist the Faculty Office Manager, Heads of Subject and Programme Leads in the analysis of data and information to produce reports and other documentation as required and to maintain and support the processes for capture of data for Ofsted, DfE or other professionally regulated bodies.

1C. Partnership – Support for School Experience or Work based placements

- To support where directed, the effective administration of the faculty's partnerships, particularly School Centred Initial Teacher Training [SCITTS], and school led programmes, maintaining strong relations with Partnership Team, external partners, and Admissions.
- Facilitate the placement of students in schools for specialist or focus weeks supporting Programme Leads in its implementation.
- To support with administration of work-based placements or similar employment and partnership activities in relation to students and maintaining accurate records.
- To assist with support for Partnership Team as directed/required, including updating, and maintaining records on the partnership management system and assisting with allocation of placements.

1D. Student Recruitment

- Support the Faculty Office Manager and Academic Heads of Subject with any recruitment initiatives.
- Facilitate as directed Initial Teacher Education interview days, welcoming candidates, and supporting academic staff to ensure successful processes are embedded into each event.
- Produce materials as directed, such as information packs/flyers to promote courses and assist with faculty marketing.
- Facilitate communication with applicants as required to provide information regarding interviews, offers and course joining instructions.
- Take an active role, as directed in aspects of the student administration experience including pre-registration, enrolment and induction activities, attendance monitoring, and assessment, retention activities.

1E. Assessments

- Assist Programme Leaders with the preparation of paperwork for Assessment Boards and other relevant committees.
- Liaison with External Examiners including the booking of accommodation and collating of expenses.
- Collate and archive evaluation data where appropriate.

1F. Teamwork

- As part of the Faculty Office Team, to contribute to the effective delivery of service within this team and within the faculty.
- Expected to support other members of the team and provide assistance and guidance where necessary.
- To assist the Faculty Office Manager to support colleagues outside of the faculty, for example Finance, Graduate School, Marketing, Quality, Registry, Human Resources, Estates etc., in the smooth operation of Faculty business in respect to other academic and professional areas.

1G. Other

- Gather and disseminate information as requested by Managers and Academic colleagues.
- Volunteer at University Open Days and Graduation Ceremonies.
- Undertake all required administration and co-ordination activities associated with the role.
- Order equipment/stationery ensuring accurate records are maintained.
- Administrate the production and distribution of certificates for students on all Programmes as required.
- Assist with the organisation, preparation and promotion of conferences, Tutor Training days, workshops, Research events and other faculty led events.
- Coordinate arrangements for field trips, away days and external conferences and book accommodation and travel via flight/coach/train for staff and students if required.
- Support the growth of consultancy and Continuing Professional Development [CPD].
- To undertake projects as directed within the University and any other duties commensurate with the post as instructed by the Faculty Office Manager including deputising for colleagues within the Faculty Office as directed.
- To participate in the University staff appraisal scheme and undertake training and development as required.
- **In accordance with the University's Information Security Policy, the post holder will be dealing with 'restricted information' and 'highly restricted information' as part of their duties. Confidentiality must be maintained at all times.**

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of

the University not to allow smoking on University premises other than in specifically designated areas.

4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Educational Qualifications and Training	<p>Educated to GCSE Standard, with a minimum of 4 GCSE's including Maths and English.</p> <p>Or demonstrable equivalent work experience.</p>	Application/ Interview	Business administration qualification at NVQ [or equivalent] or above	Application/ Interview
Relevant work experience and/or knowledge	<p>Experience working in a busy office environment, in an administrative support role [preferably with experience of student administration], as part of a broader team delivering service and support to a range of stakeholders and customers.</p> <p>Experienced user of Data Management Systems.</p> <p>Experience of dealing with confidential paperwork; understanding the security implications surrounding this and acting accordingly to maintain strict confidentiality as appropriate.</p> <p>Able to support and maintain effective levels of quality assurance.</p>	<p>Application/ interview</p> <p>Application/ interview</p> <p>Application/ interview</p> <p>Application/ interview</p>	<p>Experience of working within an ITE department in Higher Education or Experience of working in Higher Education administration.</p> <p>Experience of using student records systems.</p> <p>Knowledge of school /work-based placement database systems</p> <p>Experience of course evaluation and course approval procedures.</p> <p>Experience of supporting Ofsted inspections</p>	<p>Application/ interview</p> <p>Application/ interview</p> <p>Application/ interview</p> <p>Application/ interview</p>

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Relevant and/or Specific skills required	<p>Be proficient in the use of MS Office, and in particular high-level skills in Excel to manage complex spreadsheets and data.</p> <p>Numeracy skills to be able to manage spreadsheets, formulas, and ability to pay close attention to detail and manage data accurately and efficiently.</p> <p>Use initiative and work both collaboratively and independently, being a self-starter and positively influencing others through a proactive solution focused approach, and to cope with conflicting demands and prioritise their own work effectively.</p> <p>Excellent communication skills able to communicate in a clear, accurate and professional manner, both verbally and in writing, to a range of internal and external stakeholders.</p> <p>Taking timely & accurate minutes/notes, with professional presentation.</p>	<p>Application/ interview/test</p> <p>Application/ interview/test</p> <p>Application/ interview/test</p> <p>Application/ interview/test</p> <p>Application/ Interview/Test</p>	<p>Previous experience of working with academic boards, governing bodies, and task groups, partner institutions, external agencies, government departments and prospective students or schools.</p>	<p>Application/ interview</p>
Personal qualities and attributes	<p>Positive approach to working flexibly and ability to adapt to change.</p> <p>Demonstrable high standards of customer service.</p>	<p>Application/ interview</p>		<p>Application/ interview/test</p>

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Other	<p>Always ensure confidentiality when dealing with students and their data, in accordance with the Data Protection Act</p> <p>Flexibility during busy periods or during any QA or ITE inspections, clearing, graduation or other activities.</p>	Application/ interview		

General Terms & Conditions of Employment

This post is a full time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 4 £24,900 – £26,942 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme.

The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust \(NEST\)](#) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme,

occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website:

<https://www.newman.ac.uk/knowledge-base/staff-benefits/> or please contact the Human Resources Department.

Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. CV's are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

Closing date for applications: 20th June 2025

Interviews will take place in week commencing 14th July 2025

Job Applicant Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data of job applicants please refer to the [Privacy Notice for Job Applicants](http://www.newman.ac.uk/privacy-notices/#blueprint_5) available at www.newman.ac.uk/privacy-notices/#blueprint_5