

JOB DESCRIPTION

<b>Job title:</b>	<b>Step Up to Social Work Administrator</b>
<b>Job Ref:</b>	<b>HED519</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Faculty:</b>	<b>HSCE</b>
<b>Grade:</b>	<b>4</b>
<b>Salary:</b>	<b>£28,840 per annum rising to £32,335 incrementally each year inclusive of Outer London Weighting (pro rata for part-time staff)</b>
<b>Hours:</b>	<b>17.75 hours per week. Actual daily hours by arrangement</b>
<b>Period:</b>	<b>Temporary</b>
<b>Reporting To:</b>	<b>Director of Programmes, Social Work</b>
<b>Accountable To:</b>	<b>Head of Department</b>

**Overall Purpose:**

To provide administrative support for the 'Step Up to Social Work programme' and CPD, liaising with university departments, the placements team, students, academic staff, local authorities, and external organisations. Together with the Director of Programmes and Programme Leader, ensure that Step Up students, partners, and their learning administration are allocated and audited efficiently and smoothly.

**Main responsibilities:**

- Provide administration support for the programme from admissions to graduation. This will include:
- Collating spreadsheets on students' details and tracking their academic progress, communicating with students regarding resubmission dates and preparing spreadsheets for the pass lists to be sent to Social Work England.
- Assisting with timetabling, Programme and Placement Handbooks
- Administration of submission dates and tracking of data for the assessment boards
- Assisting with updating MyLearning pages
- Providing administrative support to the Programme Leader/Director of Programmes, including organizing and minuting meetings and events as required
- Electronic filing and updating of documents on the shared drive
- Ensure all audits are completed on time, and all issues requiring attention are followed up on
- Liaise with the Placements Team regarding placement planning and allocation of practice placements, ensuring information on placement location and contact details
- Provide a responsive and accurate service to local authority partners, students, and academic staff
- Ensure accurate data is available to students and staff in a timely manner
- Attending and reporting to / back from relevant meetings and committees when required

- Other duties as appropriate and requested by the post-holder's manager

## **PERSON SPECIFICATION**

### **Post Title:**

Essential requirements

### **Knowledge, Skills and Experience**

- Appropriate academic qualifications and experience in administration within an education, social work or local authority environment
- Understanding of partnership working and a student-centred approach to administration and student support
- Proven computer literacy in standard office software applications
- Ability to communicate effectively within a team and externally, in writing and orally
- Ability to work independently and as part of a team
- Ability to organise and coordinate several activities simultaneously.
- Ability to take accurate records of meetings
- Creation of electronic filing systems
- Demonstrable commitment to fairness and the principles of equality and inclusion.

## **Terms and Conditions**

### **Diversity**

We value diversity and strive to create a fairer, more equitable work environment for our staff and students. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

### **Flexibility**

Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

### **MU Services Limited**

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff. All University professional services staff job descriptions, policies and procedures and the University Professional Services Staff Handbook will apply to

both Middlesex University staff and MU Services Limited staff during their employment, unless where expressly stated otherwise. Staff will remain with their current employer, unless they move to an academic or academic related role.

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**Annual Leave: pro-rata** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

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### **Travel to Hendon Campus**

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

### **Public Transport**

Our Hendon Campus is well served by public transport with buses, London Underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location map to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

### **Parking**

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. *Further details are available on the Travel and Transport page on the staff intranet.* Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.

### **Parking for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

### **Fixed Term Contract**

This temporary appointment is for the following allowable reason:

Short term funding available for post

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact Diane Apeah-Kubu - Director of Programmes on [d.apeah-kubi@mdx.ac.uk](mailto:d.apeah-kubi@mdx.ac.uk) or Professor Lucille Allain, Head of Department on [L.M.Allain@mdx.ac.uk](mailto:L.M.Allain@mdx.ac.uk).