



LIVERPOOL  
HOPE  
UNIVERSITY

1844

## Recruitment Pack

# FACULTY ADMINISTRATOR (Fixed Term)

Job Reference: 4ASSDA3A

Closing date: Wednesday 27<sup>th</sup> August at 5.00 pm

[www.hope.ac.uk](http://www.hope.ac.uk)







**POST:** FACULTY ADMINISTRATOR (FIXED TERM)

**STARTING DATE:** ASAP

**SALARY RANGE:** Grade 4 £25,448 to £27,644

**TYPE OF CONTRACT:** FIXED TERM until 31 July 2026

**WORK PATTERN:** Full Time

**REPORTS TO:** University Executive Manager

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## The Post

**Liverpool Hope University is special institution, grounded in history and driven by a values-led approach to educational delivery.**

We are seeking to appoint an administrator to provide a high level of support in the Faculty of Education and Social Sciences.

The successful candidate will have experience of working in a busy office environment and is required to have excellent organisational skills. They should have experience of working successfully within a team as well as being able to work independently. Strong communication and IT skills are essential, along with excellent attention to detail.

The role holder will be required to work flexibly and demonstrate the ability to prioritise and organise their own workload. Strong customer-service skills are vital to this role.

This is a 35 hour a week contract, fixed-term until 31/07/2026. The hours are expected to be worked between 8am and 5.30pm Mon to Fri, with the exact pattern to be agreed with the successful candidate.

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## Job Description/Key duties of the post

<b>Purpose of Job</b>
To provide administrative support across the Faculty and to work as part of the wider Faculty administrative team.
<b>Key Tasks / Responsibilities</b>
<u>Support for academic department including:</u> <ul style="list-style-type: none"><li>• proactively supporting the Heads of School and other academic staff</li><li>• have a good working knowledge of University regulations and procedures</li><li>• servicing meetings</li><li>• supporting with the assessment process</li><li>• supporting with the monitoring of student engagement</li><li>• administering School and Faculty finances.</li></ul> <u>Support for conferences/events hosted by the Faculty, including:</u> <ul style="list-style-type: none"><li>• liaison with central departments (conference office, catering, finance etc.)</li><li>• supporting with publicity materials including updating the Faculty website(s).</li></ul> <u>General office support including:</u> <ul style="list-style-type: none"><li>• responding to enquiries from staff and students</li><li>• maintaining up to date records</li><li>• providing cover at the Faculty administrative office with other team members.</li></ul>

<p><b>Work Performed (relating to key tasks)</b></p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Work proactively with the Heads of School, University Executive Manager and other administrative and academic colleagues and across the whole range of Faculty activity.</li> <li>• Have a well-developed understanding of the University's regulations and procedures and be confident to explain these to staff and students.</li> <li>• Be responsible for arranging rooms for meetings, circulate papers in advance, recording (minute taking) and transcribing proceedings and following up on any action items,</li> <li>• Be responsible for working with staff to collate and input assessment data onto the central database, liaising with the Registrar's Office as appropriate. Additionally, to liaise with External Examiners as requested and service Award &amp; Progression Boards.</li> <li>• Be responsible for collating data regarding student attendance and engagement and inputting onto databases as required. Also, in conjunction with other colleagues, be responsible for the administration of the student monitoring system.</li> <li>• Support with administration in relation to hourly paid staff. Additionally, take responsibility for entering orders onto the University's database as required.</li> <li>• Required to support and organise academic and research events</li> </ul> <p><u>Support for conferences/events hosted by the Faculty</u></p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Work in conjunction with the event organisers to liaise with central departments to arrange facilities required.</li> <li>• Support in production and dissemination of information relating to events including website.</li> </ul> <p><u>General office support</u></p> <p>The post holder will be expected to:</p> <ul style="list-style-type: none"> <li>• Respond promptly to enquiries from current and prospective students as well as staff from across the University through the email (both general School/Faculty accounts and individual), telephone and visitors to the service desk.</li> <li>• Maintain up to date and accurate records relating to all aspects of Faculty administration. This might include assessment data, attendance records, academic misconduct files and finance matters.</li> </ul> <p>Additionally, the post holder will be expected work professionally and flexibly, as part of a team, across the whole range of administrative functions that the Faculty are required to provide to staff, students and external stakeholders.</p>
<p><b>Materials, resources &amp; equipment to be used</b></p> <p>Standard office equipment e.g. computer, printers, photocopier, telephone.</p>
<p><b>Qualifications / Experience Required</b></p> <p>Good general education, preferably to degree level.  Experience of general office work, with good organisational skills.  Ability to work proactively to resolve issues that may arise.  Ability to work as part of a team, as well as independently, in a busy office environment.</p>

Ability to deal competently with stakeholders. Skilled use of information technology. Servicing meetings, including minute taking.
<b>Regular contacts (internal / external)</b>
University Executive Manager Heads of School Other Administrators Subject leads Academic staff Students Central service teams Members of the public External agencies
<b>Staff Reporting to Post holder</b>
None

## Person Specification

### PERSON SPECIFICATION – FACULTY ADMINISTRATOR

#### Methods of assessment

#### Application form (A)

#### Interview (I)

#### Presentation (P)

Educational Requirements	Essential (E)/Desirable (D)	Method of assessment
Degree or equivalent	D	A
Experience	Essential (E)/Desirable (D)	Method of assessment
A good, working knowledge of data systems	E	A/I
Experience of interacting with students	D	A/I
Experience of multi-task administration	E	A/I
Experience of working in a busy office	E	A/I
Experience of organising and minuting meetings	D	A/I
Experience of dealing with confidential information	D	A/I
Experience of dealing with finances and budgets	D	A/I

<b>Skills and Knowledge</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
Excellent working knowledge of Microsoft packages	E	A/I
Knowledge of updating websites	D	A/I
Excellent customer-focussed approach to work	E	A/I
High-level communication skills	E	A/I
Proven track record of dealing with confidential matters	D	A/I
Proactive approach to work with a demonstrable ability to multi-task and prioritise workload.	E	A/I
Ability to work as part of a team, as well as independently, in a busy office environment	E	A/I
A flexible and adaptable 'can-do' approach to work	E	A/I
Ability to quickly assimilate complex processes and procedures and apply these in practice	E	A/I

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## Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent, subject to the normal probationary period of 12 months.

Salary scale for this post is £25,448 to £27,644 per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20<sup>th</sup> of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

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## Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

### Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;



- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

### **Liverpool Hope's Values**

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

### **Equality and Diversity**

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

### **Health and Safety**

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

### **Sustainability**

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

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## **Benefits of working at Liverpool Hope University**

Liverpool Hope offers its employees a full range of benefits:

### **Pay and Pensions**

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

## **Home and Family**

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

## **Training and Development**

- Induction training for all new staff
- Staff development opportunities

## **Health and Well-Being**

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

## **Library services**

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

## **Car Parking**

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

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## How to apply

You can download the application form by the link below:

[How to apply](#)

## Useful Links

[www.hope.ac.uk/lifeathope/welcome](http://www.hope.ac.uk/lifeathope/welcome)

<https://www.hope.ac.uk/gateway/staff/peopleservices/>

[www.hope.ac.uk/jobs](http://www.hope.ac.uk/jobs)

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