

PRESBYTERIAN CHURCH IN IRELAND

Union Theological College

Job Description

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| JOB TITLE: | Senior Secretary |
| LOCATION: | Union Theological College |
| RESPONSIBLE TO: | The Registrar/Bursar |
| SALARY SCALE: | Administrative Scale A4 (£20,344 - £23,428 per annum) |
| HOURS: | 8.30 am to 4.30 pm Monday to Friday (35 hours) |
| HOLIDAY ENTITLEMENT: | 20 days plus 13 customary days |
| MAIN FUNCTION/PURPOSE OF JOB: | To provide confidential secretarial and administrative support for the Principal and the Dean of Ministerial Studies and Development, and the College generally. |

MAIN DUTIES:

1. Provide confidential secretarial support for the Principal and Dean of Ministerial Studies and Development, including drafting letters, arranging meetings, maintaining diaries and filing systems, making travel arrangements, audio typing and word-processing.
2. Any other specific area of College administration as agreed from time to time by the Principal.
3. Maintain confidentiality in the use of Microsoft Office systems in the College.
4. Lead administrator for the QAA process, including support to the Quality Action Team.
5. Maintain up to date student records both manual and computerised in accordance with Data Protection legislation.
6. Prepare spreadsheets for subject boards, collate and calculate final examination results in a confidential manner.
7. Maintain all PTFI records and support the administration of PTFI regulations.
8. In conjunction with the Bursar allocate tasks to ancillary staff.
9. Deputise for the Bursar in relevant areas as required.
10. Deal with telephone enquiries, students, residents and visitors on a daily basis.
11. Carry out general administrative duties including photocopying, distribution of incoming mail and recording outgoing mail, recording bookings of College facilities.
12. Carry out all duties in a manner conducive to good relationships among all staff and students.

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13. Provide cover and support for other clerical/secretarial staff, as required.
14. Comply with Health and Safety requirements and legislation, College policies and procedures.
15. Liaise with other agencies of the Presbyterian Church in Ireland, The Queen's University of Belfast and other colleges/institutions as required.
16. Attend appropriate in-service training as required for professional development.