

PRESBYTERIAN CHURCH IN IRELAND

Union Theological College

Job Description

JOB TITLE:	Senior Secretary
LOCATION:	Union Theological College
RESPONSIBLE TO:	The Bursar/Registrar
SALARY SCALE:	Administrative Scale A3 (£17,953 - £20,760 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 Systematic and Church History Departments and the College generally.

MAIN DUTIES:

1. Provide confidential secretarial support for the Systematic and Church History department of UTC, and generally as required within UTC, 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 Bursar.
3. Maintain confidentiality in the use of Microsoft Office and cashless system in the College.
4. Update website using the Content Management software.
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 the Petty Cash system.
8. Maintain the Debtors Ledger, Part time Lecturers costings, and the Faculty CPD records.
9. Deal with telephone enquiries, students, resident and visitors on a daily basis.
10. Convey and retrieve information by use of email and internet.
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.