

# Job Description

**Job title:** Disability and Dyslexia Team Administrator

**Reports to:** Admin Team Coordinator

**Department/School:** Student Operations & Support

**Grade:** 4

## Purpose of the role

The role of Disability and Dyslexia Team Administrator is responsible for providing proactive administrative support for the day-to-day operation and development of services delivered by the Disability & Dyslexia Team. The post holder will be responsible for co-ordinating effective support for students and being the first point of contact for staff who provide this support. The post holder will ensure all records are kept in line with regulations and external auditing requirements.

The post holder will work in a team of Disability and Dyslexia Administrators who are expected to work together to provide the best possible support for students and provide cover for each other as required.

## Line management responsibility for:

## NA

## Main areas of responsibility:

* To initiate, coordinate and oversee the delivery of non-medical help for disabled students, ensuring that their support is setup in a timely manner according to their availability and requirements and in line with external guidelines.
* To liaise proactively and sensitively with both students and staff to ensure both parties receive relevant information about the support to be provided and staff are aware of students’ needs.
* To ensure student support records are accurately updated on a timely basis to ensure staff have accurate information about the students they are supporting.
* To process relevant documentation (for example medical evidence or DSA letters) in a sensitive manner while ensuring they are available to relevant colleagues and in line with external auditing requirements, the Data Protection Act 2018 and UK GDPR.
* To provide support to other members of the Disability and Dyslexia Team in the recruitment and induction of new Non-Medical Helpers to ensure support is in place on a timely basis.
* To oversee the availability of non-medical support across all campuses, reporting to the wider team and externally on current trends to aid the delivery of this service.
* To be a first point of contact for casual staff, ensure they are kept up to date, their queries are responded to promptly and their records are accurate.
* To process, and/or support the processing of invoices and monthly pay claims for support staff in a timely manner and maintain accurate financial records
* To be responsible for, and/or support the administration of financial matters around support for students with disabilities (such as DSA invoicing and audits) and assist with monitoring returns.
* To provide administrative support for other tasks appropriate to the grade and character of the work of the Disability & Dyslexia Team as and when reasonably required

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * Possess an understanding of the need to deliver excellent customer service. **(I)**
* Ability to write clearly, grammatically and demonstrate strong attention to detail skills. **(A,E)**
* Numeracy skills to be able to process financial information and maintain accurate electronic records of payments/invoices. **(A)**
* Able to communicate with a diverse group of students and staff. **(I)**
* Able to explain technical processes (e.g. funding applications) in simple terms. **(I)**
* Possess an ability to work under pressure. **(A,E)**
* Sound IT skills including word processing, database and spreadsheet experience with the ability to use computerised record systems.**(A,E)**
* Understanding of disability support and student teaching/assessment processes. **(I)**
* Ability to manage own workload to meet priorities and deadlines with a minimum of supervision. **(A,I)**
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| **Qualifications** |
| No specific qualifications are required for this role. |
| **Experience** |
| * Significant previous experience of administration. **(A,I)**
* Previous experience within a disability support/advice organisation or a related area. **(A,I)**
* Experience of keeping accurate records.**(A,I)**
* Experience of providing excellent service to internal as well as external stakeholders. **(A,I)**
 |
| **Physical demands and/or other requirements** |
| Not applicable |

# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: **April/2024**