 **Job Advert**

**Student Services Administration Assistant**

**Permanent**

**Middlesbrough** *(with some occasional travel to Hartlepool)*

**22.5 Hours per week** *(hours can be flexible across the working week)*

**Actual Annual Salary £14,076 (FTE 23,148)**

We are currently looking for a Student Services Administration Assistant to provide a range of administrative support across the Student Advice and Wellbeing Team.

The Team is based in a busy department dealing with all aspects of student support. The role is varied and will entail the need to be able to adapt to the changing needs and demands on department. We are looking for a flexible and experienced administrator to provide support across the team, ensuring records are kept up to date and accurate, answering basic queries from students and also getting involved in preparing for events such as open days, by developing leaflets and creating posters.

The successful candidate will need to be a team player, able to work on their own initiative, and have strong organisational skills. Due to the nature of the work a good understanding of confidential record keeping is required.

It is essential the successful candidate is computer literate, has good keyboard skills, knowledge/ability in MS office applications (Word, Excel, Publisher), use of databases, experience of customer care, cash handling and record keeping.

***What will you get if you join us?***

* *The opportunity to work in an OFSTED Outstanding award-winning institution with creative people in a creative environment, where the exchange of ideas is integrated into the work ethic;*
* *The knowledge that you have a positive impact on the development of students and the choices they make in life;*
* *Support and guidance in making any difficult decisions to achieve the targets you have been set;*
* *Work for an institution that supports work life balance, and cares for the wellbeing of staff;*
* *Access to personal skills development to help you achieve your targets and your longer-term career goals*
* *Access to the Teesside Pension Fund (with significant employer contributions); and*
* *Free car parking and access to other staff benefits.*

**Closing date for receipt of completed applications: 02/03/2025**

To download the application pack, see our website <https://northernart.ac.uk/careers/>

Please send your application form by email to [jobs@northernart.ac.uk](mailto:jobs@northernart.ac.uk)