

Academically Advanced Socially Progressive

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Administrative Assistant (Maternity Cover, 14 months)

Department	Mathematics and Statistics (www.strath.ac.uk/science/mathematicsstatistics/)		
Faculty	Faculty of Science (www.strath.ac.uk/science/)		
Staff Category	Administrative and Professional	Reference No	860286
Reports To	Departmental Administrator	Grade	4
Salary Range	£26,615 - £27,865	Contract Type	Fixed Term (14 months)
FTE	1 (35 hours/week)	Closing Date	09/11/2026
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).		
Work Location	Livingstone Tower		



Job Advert

The Department of Mathematics & Statistics is seeking an Administrative Assistant to provide maternity cover for a period of 14 months. The post involves providing efficient administrative support for undergraduate and postgraduate teaching, as well as supporting international teaching programme activities in the Department.

The successful candidate will provide administrative support for staff and students, providing a high level of customer service. The post involves a wide range of administrative duties and responsibilities. You will act as the first point of contact for staff, students, and visitors to the Department, responding to inquiries and redirecting them as appropriate. You will support the student administration function by assisting with the management of databases and records, class materials, examination processes and UKVI attendance monitoring. You will organise meetings and events and provide general administrative support such as purchasing/procurement tasks, assisting with visitor letters, providing committee admin support, as well as booking travel and accommodation.

You will be a key departmental admin contact for the Nanjing Agricultural University (NAU) China, international teaching collaboration and will support the Department's NAU Coordinator and flying faculty with administration and travel arrangements.

You will contribute to the support given to the Head of Department by assisting with diary management, webpage management, organising meetings and events and responding to requests for information.

To be considered for this role you will be educated to a minimum of Higher grade level, or equivalent, and/or have relevant previous experience in a similar environment. You will be IT literate, with experience of Microsoft Office packages, particularly Word, Outlook, Excel and you will have good numeracy and literacy skills. You will have the ability to communicate both verbally and in writing with a range of internal and external stakeholders. The role involves being able to prioritise your own work independently, within a supported environment, as well as working as part of a team.

Brief Outline of Job:

Provide efficient administrative support for UG and PGT teaching activities, including international teaching collaborations, in the Department by assisting with the management of databases and records, class materials, examination processes and UKVI attendance monitoring. Organising meetings/events and providing designated admin support to the Head of Department and the NAU Coordinator. Provide general administrative support such as purchasing/procurement tasks, committee admin support, as well as booking travel and accommodation.

Main Activities/Responsibilities:

1. Attend to a wide range of enquiries from staff, students and visitors via email, telephone and in-person enquiries, providing excellent customer service.
 2. Support student administration in the Department; including assisting with the management of databases and records; updating class materials and assisting with the annual updating/editing of course handbooks and class descriptors, following instructions and using standard formats of templates; as well as being a key contact supporting the administration of the NAU (China) international teaching collaboration.
 3. Provide administrative support for the examination processes at both undergraduate (UG) and postgraduate (PGT) level; including exam paper compilation, marks collation, maintaining excel spreadsheets, ensuring prompt release of class tests/assessment/ feedback. Also supporting the Department Administrator with the co-ordination of the Department's exam/class test invigilation associated duties.
 4. Assist with the monitoring of attendance records of Tier 4 students in line with University procedures within specified guidelines.
 5. Contribute to the support provided to the Head of Department by managing diaries, organising meetings and events, managing webpages and responding to requests for information.
 6. Support the Department by arranging travel and accommodation (via the University's approved travel agent), for staff, students and visitors, adhering to University policies and procedures.
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7. Provide organisational support for internal and external events, including conferences, open days, seminars, and meetings. This can involve event planning, arranging room bookings, organising catering arrangements, coordinating IT support, and tracking budgets and invoicing.
8. Utilise the University's Financial Management System (FMS) to manage Department purchases in line with University procurement guidelines; including raising purchase orders and processing invoices.
9. Undertake general day to day administrative duties to support the work of the Department including committee admin support; assisting with visitor letters, photocopying, collating paperwork, and maintaining online filing systems for the efficient retrieval of documents.
10. Undertake any other reasonable duties, commensurate with the grade, as requested by the Head of Department, Department Manager, and Department Administrator.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

	Essential/ Desirable	Assessment Method
E1 Educated to Higher grade level (or equivalent), or with equivalent relevant experience.	Essential	Application/CV
D1 Further qualifications in a relevant area	Desirable	Application/CV

Experience

E2 Experience in a similar/relevant role, with responsibility for prioritising own workload.	Essential	App/CV/ Interview
E3 Experience of working in a fast-paced environment, dealing with a variety of stakeholders.	Essential	App/CV/ Interview
E4 Experience of managing diaries.	Essential	App/CV/ Interview
E5 Experience of delivering excellent customer service for internal and external stakeholders.	Essential	App/CV/ Interview
E6 Strong IT skills including proficiency with MS Office packages (including but not limited to Word, Excel, Teams).	Essential	App/CV/ Interview
D2 Experience of financial administration including purchasing, processing payments and reporting.	Desirable	Interview
D3 Knowledge and understanding of University systems and/or policies and procedures (Myplace, Pegasus, SEAMS).	Desirable	Interview
D4 Knowledge of T4 web content management system or equivalent	Desirable	Interview
D5 Experience of supporting meetings/committees, including the production of agendas and papers, minute-taking, carrying out and managing post committee meeting actions.	Desirable	Interview

Job Related Skills and Achievements

E7 Excellent verbal and written communication, as well as good numeracy skills.	Essential	App/CV/ Interview
E8 Excellent organisational skills to plan, manage and prioritise own workload.	Essential	Interview
E9 Excellent interpersonal skills and a partnership approach to working with academics, teaching staff, and administrative and professional services colleagues.	Essential	Interview
E10 Ability to multitask and work to deadlines with accuracy and attention to detail.	Essential	Interview

Personal Attributes

E11 High level of personal responsibility, self-motivated with the ability to work independently, as well as part of a team	Essential	Interview
E12 Good organisational skills with ability to manage and prioritise a busy workload	Essential	Interview
E13 A flexible and positive approach to work, being able to responding to changing demands and manage a high volume of activity without compromising accuracy.	Essential	Interview

Application Procedure

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of two referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

The University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you require any reasonable adjustments or support at any stage of the recruitment or application process, please contact us at humanresources@strath.ac.uk, and we will be happy to assist you. This includes supporting you with the option to submit a paper application or a CV instead of completing the online application form.

Interviews

Formal interviews for this post will be held in November 2026.

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Sandra Miller, Departmental Administrator (s.j.miller@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5%.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.

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- Annual Leave: Generous entitlement of 31 days, in addition to 11 public holidays and University closure days.
- Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
- Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

Pre-Placement Health Screening

If you are offered a job with us, you'll be encouraged to let us know about any disability, medical condition, or neurodivergence you have by completing a confidential pre-placement health questionnaire. Completing the questionnaire is entirely voluntary but by doing so we can put in place the right support and make any reasonable adjustments before you start.

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the [Relocation Policy](#).

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](#).

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We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an [Athena Swan Silver award](#), recognising our commitment to support and transform gender equality within higher education and research.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.

