

**JOB DESCRIPTION**  
**Disability Service Administrative Assistant**  
**Vacancy Ref: N1480**

<b>Job Title:</b>	Disability Service Administrative Assistant	<b>Present Grade:</b> 4
<b>Department/College:</b>	Student Wellbeing Services, SBS	
<b>Directly responsible to:</b>	Disability Officer	
<b>Supervisory responsibility for:</b>	n/a	
<b>Other contacts</b>		
<b>Internal:</b> Internal Assessors, staff in non-academic and academic departments and service users,		
<b>External:</b> Educational Psychologists, Student Finance England and other funding bodies, Equipment Suppliers, Support Work Agency staff, external Assessment Centres, teachers and parents.		
<b>Major Duties:</b>		
To provide a friendly, professional and customer orientated frontline service supporting the work of two teams within Student Wellbeing Services (the Disability Service and Assessment Centre), and exercising personal responsibility and initiative.		
Tasks include:		
<ul style="list-style-type: none"><li>• Providing a friendly and professional first point of contact and to provide information, advice and support to students, parents and staff.</li><li>• Arranging a wide range of appointments, assessments and referrals for students.</li><li>• Conducting one-to-one and group student sessions including Disability Service drop-in sessions.</li><li>• Providing clerical/secretarial support to the Disability Service and Assessment Centre teams within Student Wellbeing Services.</li><li>• Ensuring that DSA applications and other documents are processed effectively and accurately by assisting students and completing departmental procedures in order to enable funding to be secured in a timely manner.</li><li>• Creating and dispatching confidential letters to disabled students and others using mail merge from systems and databases and distributing reports to students, funding bodies and other parties.</li><li>• Contributing to the maintenance and updating of student records in line with University policy and the Data Protection Act. To ensure that Inclusive Learning and Support Plans for students are shared with the relevant staff across the university to enable the institution to fulfil its legal responsibilities towards disabled students in line with the Equality Act (2010).</li><li>• Administering and distributing important documents relating to students and confidential student records.</li><li>• Raising relevant Purchase Orders and invoices and monitoring financial transactions.</li><li>• Collecting and organising student data and feedback about the quality of services.</li><li>• Contributing to the content and assisting with the maintenance of the web site and virtual learning environment for the Disability Service.</li><li>• Supporting events such as Open Days, promotional activities, induction events and programmes, Assessor Days, Regional NNAC meetings.</li><li>• Assist with the supervision of student volunteers and mentors and casual non-medical helper staff, monitoring their work and on-going support and development needs.</li></ul>		

- To carry out any other duties appropriate to the grade as required by the Head Colleges and Student Life or nominee.