



Diocese of Westminster

Job Profile	Academic Secretary
Department / Parish / Agency	Allen Hall Seminary
Reporting to	Vice Rector & Dean of Studies
Cost Centre	ACA
Location / Address	Allen Hall Seminary, 28 Beaufort Street, SW3 5AA
Contract type	Permanent
Hours	16 Hrs per week, (Monday to Thursday, 8:30am-12:30pm) <i>"Term time" plus two means 01/09 – 30/06, minus 6 weeks of holidays in that time (2 weeks at Christmas, 2 weeks at Easter and 2 reading weeks) 37 weeks- Term Time Contract</i>
Salary	£11.19 per hour
Job Reference	325-ACA

Job Purpose: The administration of the University's academic business and for the oversight of University academic policy.

Principal duties and responsibilities:

- Putting together the handbook: after receiving the related content i.e. Study Tutor list, timetable, academic dates etc. from the Dean of Studies, Lecturers (CD), and QAD.
- Course Registrations
- Attendance Sheets
- Formative Assessment Reminders students via email – forwarding the assessments to the lecturers.
- Summative Assessments – Emailing the students when due and receiving and forwarding the assessments to the lecturers. Sending the marked assessments once received to the QAD, who in turn emails it out for moderation.
- Exams – QAD prepares the exam timetable after liaising directly with the lecturers. Receives the exam questionnaires (written & oral) from the lecturers. Once finalized the exam timetable is circulated by the QAD via email to all lecturers and students with a copy placed on the notice board.
- Oral Exams – QAD ensures that the Dictaphones are charged and demonstrates the use of the Dictaphones to the lecturers/moderators. Also hands over the unmarked transcripts to them. These have to go for moderation (voice files). Hard copies scanned and put on the system.
- Written Exams – Exam questionnaires are printed off and exam booklets are handed by the QAD directly to the examiner on the day of the exam. I receive the completed booklets after the exams. I take a photocopy and post the originals out to the relevant lecturers. Copy is kept in the filing cabinet. Now, these are done online, sent electronically and all file uploaded.
- Once all the lecturers return the marked exam transcripts. Once received they get sent out for moderation.
- Prepare and collate the mark sheets of all students and individual mark sheets.
- After moderation the marks are then incorporated and emailed to the QAD and Dean of Studies.
- The Exam Board has a meeting to discuss the marks after which the final marks are given to me for input in the relevant mark sheets.
- Give students (copies) feedback of the summative assessments.
- SMU marks are emailed to the Dean of Studies and cc to me I then incorporate the marks as well. Fr. Javier will email the Superiors of the Religious Orders and give them the relevant mark sheets for their students.
- SMU / MEC work – Moodle and turnitin.
- Minute taking
- Study Handbook – collating and updating the Study Handbook. Once finalised binding of the Study Handbooks.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our center. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Ability to work methodically and consistently.	Essential
Excellent organisational skills, able to prioritise and meet tight deadlines	Essential
Excellent verbal and written communication skills	Essential
Ability to work within a small team, comprising other paid staff and volunteers.	Essential
Ability to handle challenging people and situations	Essential
Ability to work alone, using initiative	Essential
Ability to adopt a flexible approach	Essential
Ability to project a friendly, professional manner, both in person and on the telephone	Essential
Ability to work with complete discretion and confidentiality	Essential
An ability to respond to issues with sensitivity compassion empathy and good judgement	Essential
An ability to work methodically and consistently	Essential
Excellent organisational skills, able to prioritise and meet tight deadlines	Essential
An ability to work alone, using initiative	Essential
An ability to adopt a flexible approach	Essential
An ability to work with complete discretion and confidentiality	Essential
An ability to project a friendly, professional manner, both in person and on the telephone	Essential
An ability to co-ordinate volunteers, as required	Essential
Experience	
Relevant experience as an Administrator or Secretary to an executive or above	Essential
Some understanding of the Catholic Church, its structure and organisation	Essential
A desire and commitment to work for the Catholic Church	Essential
Relevant experience in a similar position with particular experience of financial accounting computer programmes	Essential
Qualifications	
Intermediate Microsoft Office Software package (Word, Excel, Publisher)	Essential
An AAT qualification or equivalent	Essential
A knowledge and experience of intermediate Microsoft Office programs, including Outlook, Word and Excel (including mail-merges label production, linking spreadsheets and v-lookup)	Essential