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UNIVERSITY OF
ABERDEEN

SCHOOL ADMINISTRATION ASSISTANT

SCHOOL OF EDUCATION

Closing date: **09 March 2026**
Interview date: **To Be Confirmed**
Reference number: **EDU150S**



INTRODUCTION

The School of Education is ranked 12th in the UK (Complete University Guide 2023). With an expansive outlook, and a strong reputation for innovation, the School operates at the forefront of developments in Initial Teacher Education, Professional Learning and Digital Learning. The School has four academic departments: Initial Teacher Education; Postgraduate Taught and Professional Learning, Mental Health and Wellbeing; and Early Years and Childhood Education; and our research within the School cross cuts these departments.

With a broad professional learning portfolio, spanning areas, such as: Early Years; Initial Teacher Education; Leadership and Counselling – our programmes are SSSC, GTCS and COSCA accredited.

Further information on the School is available at: www.abdn.ac.uk/education.

JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE:

The successful candidate will be part of the School's Administrative Team providing support for the Teaching and Learning Team and wider School. You will work closely with the Teaching and Learning Team, Academics and will report directly to the School Administrator. You will also be expected to provide support to other Learning and Teaching Support Team members and the wider School Administrative team, as required.

KEY RESPONSIBILITIES:

- Providing dedicated administrative support to the School Administrative Manager, Programme Director(s), Administrative Team, and Team Leaders to deliver an efficient and proactive service.
- Course management, including application and registration processes for programmes. Acting as first point of contact for programme-related queries and directing as appropriate.
- Student administration, including but not limited to maintaining student files, administrative support at examination boards, MyAberdeen administration, School experience administration, organizing and participating in programme team meetings.
- Clerking meetings, taking minutes, and distributing papers as required.
- Reception duties as required, answering, and directing queries from students and visitors, dealing with student issues.
- Administration support for conference and events as required.
- Administration support at The Bounds as required.

- Assisting, as requirements demand, the wider School Administrative Team, including other Team Members, Team Leaders, and School Administrative Manager.
- Any other ad hoc duties which may be required.

CANDIDATE BACKGROUND

Applicants should be self-motivated, positive, and proactive, with proven experience of working in a busy office environment as part of a dedicated team. You should hold a level of general education (Standard Grade or above) and be proficient in the use of the Microsoft Office suite. You will be able to demonstrate excellent communication skills and a high level of attention to detail, being able to use diplomacy, discretion, and confidentiality as required. Candidates should be flexible and able to adapt quickly to changes in a busy office environment and prioritise and manage workload to ensure deadlines are achieved.

TERMS OF APPOINTMENT

Salary will be at the appropriate point on the Grade 3, £25,255 - £26,707 per annum and negotiable with placement according to qualifications and experience.

Any appointment will be made subject to satisfactory references and probation period.

For further information on various staff benefits and policies please visit www.abdn.ac.uk/staffnet/working-here

This role is based in the UK and as such the successful candidate will be required to live and work in the UK.

This post does not meet the minimum requirements for visa sponsorship under the Skilled Worker Route. We are therefore unable to consider applicants for this post that require sponsorship to work in the UK.

The candidate appointed to this post may be eligible for homeworking on an occasional or regular basis. For more information, please refer to our Homeworking Policy.

AT A GLANCE

SALARY:

Grade 3

£25,255 - £26,707 per annum

HOURS OF WORK:

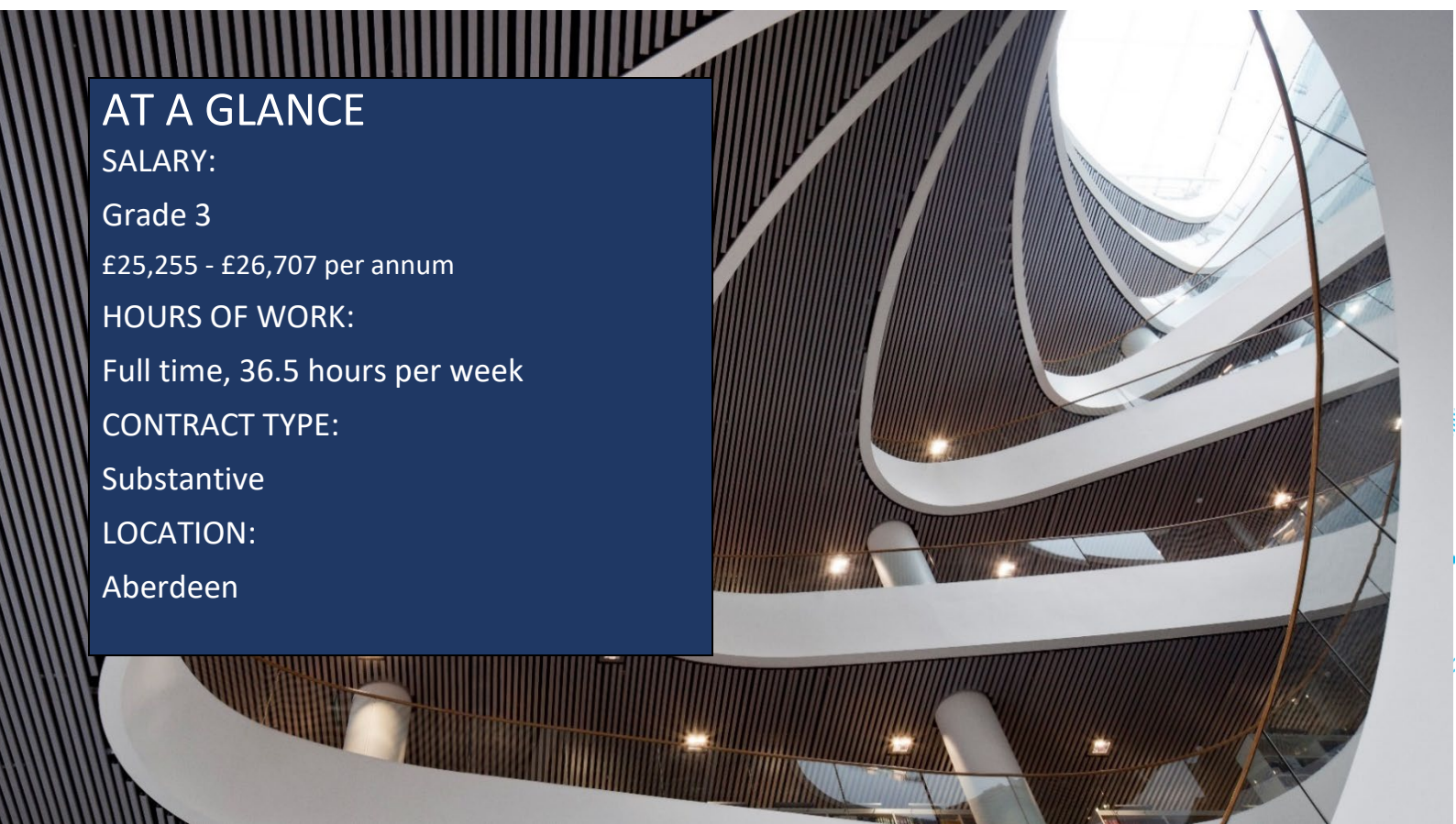
Full time, 36.5 hours per week

CONTRACT TYPE:

Substantive

LOCATION:

Aberdeen



PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|--|--|---|
| <p>Education/Qualifications Academic, technical and professional education and training</p> | <ul style="list-style-type: none"> • General level of education (Standard Grade and above). | <ul style="list-style-type: none"> • Administration qualification. • Knowledge of Teacher Education. |
| <p>Work and Other relevant experience (including training) e.g. Specialist knowledge, levels of experience, supervisory experience, research</p> | <ul style="list-style-type: none"> • Experience of working in an administrative role in a busy office within a complex organisation. • Excellent IT skills with proficiency in using Microsoft Office, including Word, Excel, and Outlook. • | <ul style="list-style-type: none"> • Experience of MyAberdeen. • Experience of working in the Higher Education sector. <p>Experience of University systems: Student Records, Admissions, MyCurriculum, My Timetable, and University Finance System.</p> |
| <p>Personal qualities and abilities e.g. initiative, leadership, ability to work on own or with others, communication skills</p> | <ul style="list-style-type: none"> • Able to work independently using own initiative, as well as part of a team. • Excellent communication skills, both written and oral. • Excellent organisation skills and ability to prioritise workload to ensure deadlines are met. • Ability to work effectively with a variety of internal and external staff at all levels. • High level of accuracy and attention to detail. • Ability to use initiative and problem solve. • Ability to act with diplomacy, discretion, and confidentiality. • Professional attitude, good team worker, and flexible. <p>Ability to deliver high quality work and remain calm under pressure.</p> | <ul style="list-style-type: none"> • Willingness to support out-of-hours events on very rare occasions. • Willingness to cover for other School support administrative teams, as necessary. |
| <p>Other e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.</p> | | |

UNIVERSITY OF ABERDEEN

open to all and dedicated to the pursuit of truth in the service of others

The University of Aberdeen is a broad based, research intensive University, and we put students at the centre of everything we do. Outstanding in a wide range of discipline areas, Aberdeen is credited for its international reach and commercialisation of research ideas into spin out companies. The University has over 16,000 matriculated students and 3,600 staff representing 130 nationalities. We encourage bold thinking, creativity and innovation, and we nurture ambition with many opportunities for professional and personal development in an inclusive learning environment which challenges and inspires.



12TH IN UK
Guardian University
Guide 2025



15TH IN UK
The Times &
The Sunday Times
Good University
Guide 2025



**37TH IN THE
WORLD FOR
SUSTAINABILITY**
QS World Rankings 2025



**10TH IN UK
FOR SOCIAL
IMPACT**
THE Impact Ranking 2024
Based on UN SDGs

CURRENT CONTEXT

The University continues to uphold the principals of the foundational purpose. We remain committed to delivering positive change both locally and globally. We work together and with our partners in an interdisciplinary way, catalysing world-leading research in our areas of strength: Energy Transition; Social Inclusion and Cultural Diversity; Environment and Biodiversity; Data and Artificial Intelligence; and Health, Nutrition and Wellbeing. We are investing in our future and have committed £100m to upgrading our campus, including the new fully digitised Science Teaching Hub. Our commitment to our students, campus and community has led to us being named a Top 20 UK institution in two major league tables¹ and 4th in the UK for overall student satisfaction².

¹ The Times and Sunday Times Good University Guide 2024 and the Guardian University Guide 2025

² National Student Survey (NSS) 2022

ABERDEEN 2040

On our 525th anniversary as a University we launched [Aberdeen 2040](#), our strategic vision for the next 20 years. Four strategic themes will shape our learning and discovery, underlined by 20 commitments we have made against each theme:

- **Inclusive**
We welcome students, staff and partners from all backgrounds, organisations and communities. We value diversity.
- **Interdisciplinary**
We innovate in education and research by generating, sharing and applying new kinds of knowledge. We learn together.
- **International**
We connect with others and extend our networks and partnerships around the world. We think across borders.
- **Sustainable**
We understand and nurture our environment, and take care of our resources, including our people and finances.

We work responsibly.

OUR EDUCATION

Recognised as the Scottish University of the Year in the Times and Sunday Times Good University Guide 2019, we remain true to our roots as an ancient Scottish university, combining breadth and depth in our degree programmes and drawing strength from the quality of our research. Our flexible curriculum encourages students to grow as independent learners and therefore to thrive as graduates in the diverse workplaces of the future. Our education is open to all and we are setting ambitious targets to further widen access.

OUR RESEARCH

Researchers at the University of Aberdeen have been at the forefront of innovation and excellence throughout the centuries, generating insights in medicine, science, engineering, law, social sciences, arts and humanities. This research has contributed to five Nobel prizes as well as other awards such as the Queen's Anniversary prize. Our research is intellectually rigorous working within our established areas of excellence as well as new methods of enquiry. We will continue to generate new knowledge addressing economic and societal issues with ambition and imagination, ensuring that it is globally excellent and locally relevant.

INTERNATIONAL

Aberdeen is increasing its international presence, positioning the University as a global organisation and building on established global partnerships around the world, including Qatar, China, North America, Europe. We feature in the top 50 institutions worldwide for international students³.

³ Times Higher Education World University Rankings 2024

IMPACT

In 2020 the University signed the United Nations Sustainable Development Goals accord, solidifying our commitment to developing the world in a sustainable way. In 2024 we were listed in the global Top 100 for 8 of these goals⁴.

Our highly cited work in zero-carbon technology and global outlooks makes us Scotland's best institution for environmental research in 2022⁵.

⁴ Times Higher Education Impact Rankings 2024
⁵ QS World University Rankings 2022



THE SCHOOL OF EDUCATION

The School of Education is a diverse and pioneering School, comprising over 100 staff across four departments: Initial Teacher Education; Counselling, Mental Health and Wellbeing; Early Years and Childcare and Postgraduate Taught (Masters-Level) and Professional Learning. Within these departments, you will find a large portfolio of programmes and courses broadly designed for educators, therapeutic practitioners, and researchers.

The School has a thriving research culture, with our research activities underpinning all aspects of the School's work. Our cohort of PhD students enhances our research community. The School hosts an on-campus research clinic for Counselling and Psychotherapy, and across the School our research themes are:

- Collaborative Professional Learning
- Critical Studies in Education
- Early Childhood Research
- Mental Health in Education
- Neurodiversity Research Group
- Sustainability and Nature Education
- Teacher Preparation Research Group

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ABERDEEN AND ABERDEENSHIRE

Scotland's third largest city, Aberdeen sits on the coast between the mountains of Aberdeenshire and the stunning North Sea coastline. The Aberdeen City region is a can-do place that is actively investing, at scale, in its future.

Renowned as a Global Energy Hub, Aberdeen is a vibrant, entrepreneurial region, home to a unique mix of business opportunities and specialist skills across various sectors including energy, technology, life sciences and food & drink. More than 20% of Scotland's top businesses are located in this region which is taking great strides to ensure that it continues to compete on a world stage. Investments of more than £10 billion of public and private infrastructure is due to be delivered before 2030, marking an exciting time to be part of a genuine world-class location.

Built from sparkling local granite Aberdeen has earned the name of the Silver City. As the energy capital of Europe, Aberdeen nevertheless retains its old-fashioned charm and character making it an attractive place in which to live, work and study. Due to its global business and international energy industry credentials, Aberdeen is well served by local and national transport infrastructure with excellent rail networks that run both North and South of Scotland and the rest of the UK. It also acts as an international travel hub. Flying time to London is just over one hour with regular daily flights and serves international travel to European centres such as Amsterdam (Schiphol) and Paris (Charles de Gaulle) as well as flights to other European destinations.

The City and the surrounding countryside provide a variety of urban, seaside and country attractions. Aberdeen has first class amenities including [His Majesty's Theatre](#), [Music Hall](#), [Art Gallery](#), [the P&J Arena](#), [Museums](#), and [Beach Leisure Centre](#). The City is framed by its accessible beach front which is within a short walk of the city centre and there are an array of activities available across the region such as hill walking; mountaineering; sailing; surfing; salmon, trout and sea fishing; golf; sailing; surfing and windsurfing. The surrounding countryside, known as Aberdeenshire, is also one of Scotland's most appealing regions. Royal Deeside and the Cairngorms National Park are within easy access of the city, and there are a variety of towns and villages scattered along the coastline.

The city and the surrounding area have ranked consistently highly in nationally recognised quality of life surveys, coming out top 10 as one of the best places to live in Scotland in 2020 in the annual Bank of Scotland survey.

To find out more visit www.visitabdn.com

EQUALITY AND DIVERSITY

The University values and celebrates a diverse working and learning environment and recognises the richness this brings, both in terms of contributing to the success of the University and creating safe and inclusive cultures. The University welcomes applications from individuals with diverse lived experiences.

The University supports flexible working, including hybrid working arrangements, and has policies in place to facilitate this where it is appropriate. The policies can be found at <https://www.abdn.ac.uk/staffnet/working-here/flexible-working--5607.php>.

The University is committed to progressing gender equality across all its functions and has been a proud member of the Advance HE Athena Swan Charter, achieving an institutional Bronze award, one Silver departmental award for the School of Psychology and eleven departmental Bronze awards. LGBTQ+ equality is championed through the University's membership of the Stonewall Diversity Champions Programme, where the University has achieved a Silver award in the Workplace Equality Index. The University is on a continual journey to respond to, and combat, GBV in our community and beyond. We are proud to be working towards the EmilyTest Charter, in partnership with the charity, EmilyTest. We all have a role to play in knowing how to signpost colleagues and students to support for gender-based violence, and training and support is available to all staff on this topic.

The University is signed up to Advance HE's Race Equality Charter, affirming the University's commitment to the Charter's aim of improving the representation, progression and success of staff and students who identify as belonging to a racialised group. The University launched its Antiracism Strategy in 2022, representing a bold framework for progress on race equality. Recognising the importance of addressing the under-representation of racialised groups in the senior team, the University's new Recruitment and Selection Policy embeds specific positive action measures to address this.

The University is delighted to be accredited as a [Disability Confident](#) employer and strives to ensure that disabled staff and students have the opportunity to work and study in an inclusive, accessible and supportive environment. The University's Wellbeing Strategy commits it to progressing work to tackle stigma related to mental health and action to promote and improve health and wellbeing for staff and students. Candidates who are British Sign Language (BSL) users can contact us directly by using [contact SCOTLAND-BSL](#)

The University's work on equality, diversity and inclusion is supported by a range of networks and engagement activities, designed to provide safe spaces and raise awareness of the support available and the steps everyone can take to create inclusive campuses.

www.abdn.ac.uk/staffnet/governance/equality-and-diversity-277

HOW TO APPLY

Online application forms are available at <https://www.abdn.ac.uk/jobs>

The closing date for receipt of applications is **09 March 2026**

Should you wish to make an informal enquiry please contact:

Rosemond Cochrane, School Administrator

01224 274673

rcochrane@abdn.ac.uk

Please do not send application forms or CVs to Rosemond Cochrane.

Please quote reference number EDU150S on all correspondence