

*Think*  
*new things*  
*Make*  
*new connections*

**Date:** July 2020  
**Job Title:** BURSARY COORDINATOR  
**Hours:** Full time (40 hrs)

**Job Description:**

As the Bursary Coordinator, under the direction and line management of the House Manager, you will provide a comprehensive, professional and high level of administrative support to the Bursary team (Bursar, House Manager, Accountant, Head of Estates and Head of Domestic Services) and will assist with the administration of events held at Ditchley Park. In particular, you will take the lead on ensuring compliance of personnel and Health & Safety documentation.

**General Administration**

- HR administration: preparing contracts, keeping personnel files in order, ensuring line managers' HR compliance (eg completion of return to work forms, inductions, conformance to appraisal schedules), maintaining training records, booking training courses
- Health & Safety administration: supporting Bursary team with preparation, collation and distribution of documentation, eg Risk Assessments, COSHH, first aid and fire safety signage; assisting with management and provision of hygiene and infection control-related supplies
- Estate administration: liaising with estate management company, Ditchley-specific correspondence to Estate residents, managing gate/door access control system, Biomass billing
- Project administration: support to Bursar and heads of department for development projects, eg 2<sup>nd</sup> floor bedroom refurbishment
- Reception duties: responding to phone calls, answering intercom, receiving deliveries, meeting and greeting visitors, signing in contractors
- Purchasing: stationery, event and team-specific supplies
- Organising refreshments for meetings
- Assisting Bursar with diary management, organising meetings, distributing documentation
- Filing, sorting post, and other document management for Bursary team

### **Event Administration**

- Administration of House Tours
- Supporting House Manager in administration of all other guest events:
  - Preparing event materials eg badges, place names and menu cards
  - Maintaining private event guest records in Raisers Edge database
  - Arranging order of newspapers and other requests for events, eg Pianist
  - Checking bedrooms are guest-ready

### **Person Specification**

- Flexible and adaptable
- Attention to detail
- Excellent time management and ability to prioritise
- Computer literate: experience using Outlook, MS Office packages (esp Word, Excel and Publisher)
- Good verbal and written communication skills
- Willingness and ability to learn new software (eg Raisers Edge guest database)