

Candidate Information

Position: Clerical Officer (Maternity Cover)
School/Department: School of Nursing and Midwifery
Reference: 26/113497
Closing Date: Monday 10 August 2026
Salary: £29,118 - £30,630 per annum
Anticipated Interview Date: Tuesday 1 September 2026
Duration: Available for 12 months or until 1 August 2027, whichever is soonest.

JOB PURPOSE:

The School of Nursing & Midwifery at Queen's University Belfast, is currently seeking to recruit a Clerical Officer Grade 3 (maternity cover for a period of up to 12 months).

The successful candidate will assist in the provision of a comprehensive administrative service within the School of Nursing and Midwifery to achieve timely and accurate information, facilitating the smooth operation of the School's daily activities and support core business processes for students, staff, and professional and regulated programmes to ensure compliance with the Nursing and Midwifery Council (NMC) and the Nursing and Midwifery Board of Ireland (NMBI) who accredit pre-registration and post-registration programmes.

Established in 1991, Queen's School of Nursing & Midwifery provides a range of innovative programmes at undergraduate and postgraduate level, which prepare nurses, midwives and healthcare professionals for leadership roles in clinical care, teaching, management and research. With approximately 3,500 students, the School has one of the most extensive portfolios of programmes of any nursing and midwifery school in the UK or Ireland. The overall vision of the School is to provide a learning community committed to excellence in teaching, research, scholarship and practice that contributes to local and global efforts to improve the health and wellbeing of society.

MAJOR DUTIES:

1. Provide administrative support to the staff within the School by producing a range of documents according to university templates/formats e.g. general correspondence, course material, academic papers, reports, agendas, minutes, committee papers, grant applications, etc.
2. Provide administrative support for the core functions within the School following established processes and procedures to ensure tasks are completed within set timescales. Within the School this might include:
 - assisting with the enrolment of students;
 - maintaining and updating student records/databases;
 - assisting in the preparation of timetables etc; and
 - assisting in the administration of exam procedures, e.g. arranging external examiner meetings, entering marks onto database, booking rooms etc.
3. Process purchase orders, invoices and expense claims and assist in the monitoring of the School/Department/Unit's budgets through the University's financial system (QFIS).
4. Use and maintain general office equipment and ensure that they are in working order e.g. photocopiers, organising building maintenance, communicating with office suppliers and central departments such as Procurement and Estates.
5. Monitor, order and maintain stationery supplies sufficient to meet the normal requirements of the office following established procedures.
6. Where appropriate, manage the diary/diaries of staff ensuring that all appointments and meetings are clearly recorded.
7. Update and maintain relevant filing systems and databases (including confidential files) to support the relevant activities and run and present standard reports.

8. Deal with routine enquiries from students, staff and visitors (i.e. by telephone, written correspondence, in person) and provide them with the relevant information or refer more complex, non-standard queries to the appropriate member of staff.
9. Maintain records of work, issues pending and work in progress, and prioritise work to meet both internal and external deadlines.
10. Provide administrative assistance to support special functions (e.g. conferences, exhibitions and major promotional events) within School/Department/Unit. This might include arranging travel, hospitality, registration of delegates, event bookings and event feedback.
11. Undertake appropriate continuous development to ensure knowledge and experience is current and meets the requirements of the role.
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by Supervisor.

ESSENTIAL CRITERIA:

1. A minimum of five GCSEs at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 Administration (or equivalent).
2. A minimum of 12 months' (demonstrable) recent and relevant work experience in an administrative environment to include evidence of the following:
 - comprehensive IT literacy and up to date knowledge of relevant computer packages and information systems including Microsoft Office 365, Microsoft Teams, Sharepoint;
 - experience of dealing with email and internet in the workplace according to corporate guidelines;
 - producing general correspondence;
 - experience of providing clerical/secretarial assistance in line with organisational procedures;
 - experience in a role which involved customer service.
3. Ability to work with discretion and confidentiality, ensuring data is managed in accordance with data protection legislation.
4. Ability to be customer focused and recognise client needs / expectations whilst managing workloads, with limited supervision.
5. Demonstrate the ability to plan and organise own workload in an effective and methodical manner within strict deadlines.
6. Demonstrate the ability to work on own initiative as well as part of a team.
7. Ability to establish and maintain effective working relationships in a team environment.
8. Effective communication skills and ability to use a variety of methods to convey messages clearly and succinctly.
9. Demonstrate ability to carry out tasks with accuracy and attention to detail.

DESIRABLE CRITERIA:

1. A qualification relating to computer literacy e.g. European Computer Driving Licence (ECDL)/International Certification of Digital Literacy (ICDL).
2. Supervisory experience.
3. Complex diary management experience.
4. Experience of committee servicing and report writing.
5. Experience of working in a student environment.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to Joanne Brogan at j.brogan@qub.ac.uk