



**Accommodation and Campus Services Administrator**

**Post Reference: NU1426**

**Salary Scale: £25,249 – £27,319 per annum**

**Vice-Chancellor**

Professor Jackie Dunne



Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham,  
West Midlands, B32 3NT.

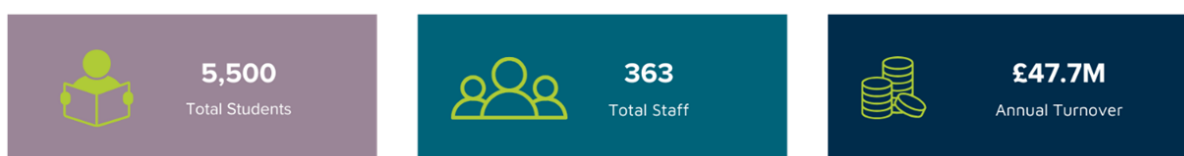
*(HR – Template 16.1.26)*

## Birmingham Newman University

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be the leading university in inclusive education for the graduate workforce of tomorrow. At the heart of this is our commitment to a values-driven, high-quality university education.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6<sup>th</sup> in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital investment. We have built teaching, learning, and social spaces that are deliberately designed to support our community of staff and students to interact and learn together. Our portfolio of taught

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courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

## **Job Description**

**Job Title: Accommodation and Campus Services Administrator**

**Grade: G4**

**Salary: £25,249 – £27,319 per annum**

**Hours: 37**

**Department: Estates – Commercial Services**

**Reporting to: Accommodation Manager / Head of Campus & Commercial Services**

### **Purpose of Post:**

Ensuring efficient administrative processes are delivered, supporting Accommodation Manager, Campus Services management, and the wider team with a variety of clerical tasks. Providing support to several functions within the customer inquiries, processing financial information, general office administration and working in conjunction with the accommodation manager to run the department efficiently and for students to receive an excellent level of customer service.

#### **1. Main responsibilities:**

- To assist with accommodation processes, including accommodation transfers, early release, and gathering and organising information required for allocations of students and groups with special requirements.
- To manage and fulfil the role in the absence of the Accommodation Manager.
- To monitor the details of payments received and financial reporting and to update the Accommodation Manager and finance department as required.
- To provide a full range of administrative services.
- To ensure that accommodation information across all formats is up to date and source appropriate information as required.
- Collate and submit data for monthly key performance indicators (KPIs)
- Review systems and implement streamlined processes.
- Ensure communications are issued and are shared with all departmental staff as appropriate.

- To undertake note taking for a variety of meetings, produce agendas and minutes with action points, distribute for agreement, make amendments and follow up actions where required.
- Along with the Accommodation Manager, you will be the first point of contact and will be responsible for ensuring that all enquiries are responded to promptly and efficiently
- Assist with room viewings and queries from potential tenants
- To maintain records of incidents in halls, anti-social behaviour and welfare issues.
- To make notes / or take lead at meetings between the Accommodation office and students regarding mediation, welfare and anti-social behaviour.
- To be involved with the welfare of residential students, including assisted welfare checks, communicate back to the Accommodation Manager and any other required services such as student Success, SU, chaplaincy.
- Provide customer service support during busy periods as required, responding to customer inquiries relating to a full range of accommodation issues either in person, via email or telephone.
- The postholder is expected to support the University's commitment to environmental and social sustainability within student residences. This includes promoting responsible use of energy, water and waste, supporting recycling initiatives, encouraging respectful shared living, and contributing to a positive, inclusive residential community.
- Able to work from own initiative to develop, implement and improve internal systems and communication to improve service delivery.
- Deal with sensitive and confidential information in a professional manner.
- To identify personal training and development needs and discuss these with the line manager.
- To ensure that all duties comply with GDPR, IT and financial policies, and other legislation.
- To keep abreast with development in office procedures and to contribute to their implementation.
- To assist with the administration for any documentation and audits relating to accommodation services and welfare of staff/students, such as the Code of Practice for the Management of Student Housing.
- To prepare the keys and access cards to be issued to students, visitors, staff moving into halls of residence and to update the appropriate records.

- To set up materials and provide customer service support for Open Days and other University events that fall out of normal working hours. (Evening/weekend)
- Provide administrative support for the Head of Campus and Commercial Services and the Estates and Facilities Manager when needed.
- Support the leadership of conferences on campus and support in the organisation and advertising of conference events.
- Participate in the Estates Incident Management Group.
- Act as a Fire Marshall.
- First Aid Training, Health and Safety i.e. risk assessments.
- Provide support for large-scale audits in the Estates function.
- Assist with any compliance/legal activities for the Estates function.
- In accordance with the University's Information Security Policy, the post holder will be required to handle restricted information as part of their duties. This will include access to student records, financial information, and internal management data. The post holder must ensure that all information is handled securely and in line with University policies and data protection requirements.
- For Professional and Support posts, the place of work is Birmingham Newman University. This role requires the post holder to work wholly on campus.

## **2. Health & Safety:**

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to affect health and safety. The post holder must report to management any injuries they receive whilst at work.
- Where post holders line manage staff and services, they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

## **3. General Terms**

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.
- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.



#### 4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
<b>Educational Qualifications and Training</b>	<b>Mathematics and English GCSE Grade C/4 or equivalent qualifications</b>	Application		
<b>Relevant work experience and/or knowledge</b>	<p>Experience of administrative work and of providing customer service</p> <p>Experience of dealing with sensitive personal information and situations within a data protection framework.</p> <p>Previous experience with managing the financial administrative functions for a department.</p> <p>Experience of collating, compiling, analysing and presenting management information, keeping accurate records and using data to measure and improve services</p>	Application/ interview	<p>Experience of working in a student support environment and current issues impacting on the student experience in HE</p> <p>Experience of working with International Students and awareness of exchange programmes (e.g. Erasmus+, Turing, etc.)</p>	Application/ interview/test
<b>Relevant and/or Specific skills required</b>	Excellent IT and word processing skills, and proven ability in using databases and spreadsheets e.g. Microsoft Excel, Outlook,	Application/ interview	<p>Experience using Publisher to produce posters/booklets.</p> <p>Experience of implementing and improving systems</p>	Application/ interview/test

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
	<p>Access, Word and PowerPoint.</p> <p>Able to suggest and implement improvements to data collection and storage in order to improve service delivery.</p> <p>Commitment to equal opportunities</p> <p>Commitment to providing a high level of customer service</p> <p>Ability to work respectfully and professionally with individuals from different backgrounds, and to apply equality, diversity and inclusion principles in service delivery.</p>		<p>Competent with various standard software programs.</p> <p>Awareness of University support services and external support services</p>	
<p><b>Personal qualities and attributes</b></p>	<p>Present written and verbal information clearly, accurately and concisely to students and colleagues</p> <p>Able to work co-operatively in a team.</p> <p>The ability to deal with challenging circumstances calmly and professionally when they arise.</p> <p>Ability to multi-task, prioritise workload and work</p>	<p>interview</p>		<p>Application/ interview/test</p>

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
	independently in a busy environment.			
<b>Other</b>	<i>Is a DBS check required and if so, what type? E.g., basic or enhanced, children and/or adults</i>	Application/ interview/test		Application/ interview/test

### General Terms & Conditions of Employment

This post is a *full-time* appointment, offered on a **permanent** basis. It will be remunerated on the single pay spine, at Grade G4 **£25,249 – £27,319** per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff and 35 hours per week for Academic Staff. Your line manager will discuss with you the required working hours.

The University holiday year runs from January to December for Professional and Support Staff and from September to August for Academic Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

### Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment, you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

### Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enroll you into a suitable pension scheme.

The criteria for auto-enrolment are:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year

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- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

## **Staff Benefits**

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: [Birmingham Newman University - Jobs - Staff benefits](#) or please contact the Human Resources Department.

## **Procedure for Application**

Application forms should be completed and submitted online via the Application Form link for each advertised post. CV's and covering letters are not accepted as part of the application process unless explicitly stated. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer, and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for

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appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted on this occasion.

**Closing date for applications: 12/05/2026**

**Interview date to be confirmed: 15/06/2026**

### **Privacy Notice**

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data please refer to [Policies and procedures - Birmingham Newman University](#)