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Administration Assistant

Unit	Centre for Excellence for Children's Care and Protection (CELCIS) (www.celcis.org/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Administrative and Professional	Reference No	834376
Reports To	Admin, Operations and Finance Co-ordinator	Grade	4
Salary Range	£26093 - £27319	Contract Type	Fixed Term (12 months)
FTE	1 (35 hours/week)	Closing Date	21/08/2026
Working Arrangements	Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate).		
Work Location	Curran Building, 94 Cathedral Street, Glasgow, G4 0LG		



Job Advert

We are looking for an Administration Assistant to join our team at CELCIS, the Centre for Excellence for Children's Care and Protection.

You'll find us a friendly and engaging bunch at CELCIS, caring and compassionate with each other, with a drive to improve and learn, and the passion and determination to make change happen. The administrative work we do in CELCIS is incredibly varied. It is critical work and our team is at the heart of what makes CELCIS run smoothly so that we can all help to deliver for our children and young people, everyone who cares for them, and care leavers.

This administrative role would suit someone who is highly organised, enjoys working in a fast-paced environment, has excellent communication and interpersonal skills, and is able to build positive working relationships. If planning, prioritising and multi-tasking is part of your DNA too, then this role is for you.

Our new Administration Assistant will work with our internal colleagues and our external stakeholders, often providing a first point of contact for the organisation. The postholder will need to be approachable and should be able to work with sensitive and confidential information, and support diary management and data retrieval. As part of the administration team, the postholder will contribute to how we continue to develop and deliver the administration and operations processes for CELCIS, working in collaboration with colleagues to support the effective delivery of our services so that the organisation can meet our aims.

The University is recognised as being people-oriented and our staff have access to a wide range of outstanding benefits, such as: an entitlement of 31 days of annual leave per year, plus a further 11 public holidays; an in-house training and development provider for vocational and non-vocational courses; on-campus nurse; reduced membership at Strathclyde Sport and much more. Visit [Rewards & benefits | University of Strathclyde](#) to find out more. Flexibility for blended or hybrid working arrangements (from home, in the office, and travel to work with local partners as required for the role) is available.

Change is happening. Be part of it. Together we can make things better for children, young people and their families.

About CELCIS

We are CELCIS, the Centre for Excellence for Children's Care and Protection, based at the University of Strathclyde in Glasgow.

As a leading improvement and innovation centre in Scotland, at CELCIS we work to improve the lives of children and young people in need of care and protection, and their families and carers. We do this by supporting people and organisations responsible for their care to make changes in services and in the practices and skills they use, all based on the needs, experiences and rights of children and young people.

<https://www.celcis.org>

Job Description

Brief Outline of Job:

The administration team's remit and work are wide and incredibly varied. The work of the administration team is critical and at the heart of making CELCIS run well and deliver for children and young people, and those who care for them. As a key member of the administration team, the post holder will be involved in a variety of work and will support colleagues right across CELCIS to deliver their work. This will involve organising meetings in person and online, note-taking, supporting essential business functions, and contributing to the improvement and implementation of appropriate systems and processes so that we can all work efficiently and effectively.

Main Activities/Responsibilities:

1. Provide a first point of contact for the organisation – in person, by email and telephone. Including: managing and maintaining a central mailbox; monitoring a main line phone; responding to enquiries independently and triaging. You will have responsibility for deciding what action is required and when to pass enquiries to others.
2. Support the smooth running of our office base by monitoring and maintaining office supplies and equipment, monitoring facilities and liaising with University Estates for maintenance requirements.
3. Support routine administration processes, such as: raising purchase orders, processing invoices, ordering stationery stock, data entry, filing and typing/formatting documentation.
4. Support bookings for travel, accommodation, conferences, meeting/event spaces and catering.
5. Provide support for groups/meetings/committees, including diary management, circulating papers, booking requirements for the committee/meeting (catering, room booking etc), and note taking.
6. Support the delivery of CELCIS activities and events – both online and in-person – including booking venues, catering, sending joining instructions, preparing materials and resources. For online meetings and events, providing technical support and help to set up and use platforms and functions to have effective, interactive activities e.g. breakout spaces or polls.
7. Handle sensitive and confidential information in an appropriate manner and ensure record keeping is in line with GDPR requirements.
8. Directed by colleagues, be responsible for timely information sharing to staff across CELCIS with operational information, such as key dates and main staff distribution lists.
9. Any other relevant administration duties and tasks.
10. Promote and support CELCIS' mission, vision, values and principles of governance and by personal example and quality of contribution, promote a culture of continuous improvement.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 An HNC/SVQ in a relevant discipline or equivalent relevant administrative experience

Experience

E2 Experience of working in a busy office or administrative environment and balancing competing demands to meet deadlines

E3 Proven experience in confidently engaging with a diverse range of partners and situations, with courteous reception/telephone manner

E4 Proven ability to build effective working relationships

E5 Experience in organisation and delivery of meetings (diary management, booking venue, ordering catering, note taking, etc.)

E6 Ability to input, assess and retrieve straightforward data

D1 Experience of routine financial tasks (travel, expenses, raising purchase orders, etc.)

D2 Experience of committee servicing (issue agenda, produce minutes, follow up actions, etc.)

D3 Experience of contributing to the development of administrative processes

Job Related Skills and Achievements

E7 Strong IT skills and highly proficient in using MS Office systems (Excel, Word, PowerPoint, etc.) and remote working platforms such as MS Teams

E8 Good interpersonal and communication skills, both verbal and written

E9 Effective teamwork skills

E10 Ability to exercise confidentiality, discretion and sensitivity

Personal Attributes

E11 Able to work independently with flexibility and adaptability to new situations

E12 Self-motivated and enthusiastic, with a proactive approach to work

E13 Able to work under pressure, demonstrate assertiveness and personal confidence

Other Relevant Factors

D4 Work at locations outside the CELCIS office when necessary

Application Procedure

Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of two referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

The University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you require any reasonable adjustments or support at any stage of the recruitment or application process, please contact us at humanresources@strath.ac.uk, and we will be happy to assist you. This includes supporting you with the option to submit a paper application or a CV instead of completing the online application form.

Applicants may use tools such as AI to support their application; however, all submissions must accurately reflect their own experience and understanding. The University reserves the right to verify the authenticity of application materials and may reject applications where concerns arise.

Interviews

Formal interviews for this post will be held on Tuesday 8 September 2026

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Claire Agnew, People and Operations Manager (claire.agnew@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5%.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
 - Annual Leave: Generous entitlement of 31 days, in addition to 11 public holidays and University closure days.
 - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
 - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

Pre-Placement Health Screening

If you are offered a job with us, you'll be encouraged to let us know about any disability, medical condition, or neurodivergence you have by completing a confidential pre-placement health questionnaire. Completing the questionnaire is entirely voluntary but by doing so we can put in place the right support and make any reasonable adjustments before you start.

Probation

Where applicable, the successful applicant will be required to serve a 6 month probationary period.

Pension

The successful applicant will be eligible to join Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the [Relocation Policy](#).

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](#).

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an [Athena Swan Silver award](#), recognising our commitment to support and transform gender equality within higher education and research.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.



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The University of Strathclyde is a charitable body, registered in Scotland, number SC015263