

# luminate

EDUCATION GROUP

## Job Description

<b>Organisation:</b>	Leeds City College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Leeds City College
<b>Core Job Role:</b>	School Administration Leader
<b>Job Title:</b>	School Administration Leader
<b>Reports to:</b>	Head of Department - Enterprise and Engagement
<b>Grade</b>	LC6
<b>Date of compilation:</b>	25th July 2023

### ROLE SUMMARY:

The School of Events, Enterprise and Employability offers a wide range of study programmes and apprenticeship opportunities to both 16-18 and 19+ learners who are looking to pursue a career in Events, Marketing, Customer Service and Business sustainability. Our course offers range from Level 1, for learners who may be applying to college with limited previous experience of qualifications through to Level 3 Extended programmes of study which enable students to progress to higher education or supervisory positions within industry.

We are seeking an organised and proactive School Administration Leader to join our team. You will be responsible for managing all student records, curriculum planning, admissions, and data reporting for our School of Events, Enterprise and Employability. This is a key role requiring excellent attention to detail, communication skills, and the ability to work collaboratively across college teams. This is an exciting opportunity to play a key role in our college's student services and help drive improvements through use of data insights. If you have the required experience and are passionate about delivering exceptional administration, we encourage you to apply.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Work closely with the central MIS team to provide an efficient, effective and compliant service.
2. To lead and manage the curriculum administration and data requirements for an identified school/ academic directorate.
3. To manage the student records data for the School including registers, ULNs, destinations/job outcomes and change requests and other reporting requirements

4. To manage all aspects of curriculum administration such as production of letters, stock control, dealing face to face or other communicated queries including those for the CIPs.
5. To liaise with curriculum teams to manage the absence monitoring, recording and chasing of relevant students
6. To manage student enrolments within the School and work with the central MIS/Marketing teams throughout main enrolment.

#### **CORE RESPONSIBILITIES:**

7. To deliver relevant elements of the admissions process as identified including interviews, offers and taster days.
8. To proactively manage the on-going (keep warm) communication to applicants and to liaise with marketing regarding promotional content about the school.
9. To ensure DSATs, other data queries and regular data accuracy checks are processed on a timely basis and corrections are compliant with funding rules.
10. To ensure appropriate systems are in place to manage electronic and paper files.
11. To work collaboratively with other schools to ensure a coordinated approach to relevant systems and processes including cover and support, catering for fluctuating workloads and absences.
12. To coordinate and support the School with Curriculum Planning, timetabling, rooming, staff/room utilisation, course profiling / approvals and course file ensuring all related elements of planning are maximised.
13. To manage regular accuracy checks of all data within the School and maintain data standards including adherence to the Data Protection Act.
14. To create requisitions for approval and onward submission to suppliers in accordance with procurement policy and procedures, and accurately record the receipt of goods in a timely and accurate manner. And ensure that the remittance of receipts from students are in accordance with the college cash handling policy and procedure, including compliance with PCIDSS (Purchase Card Industry Data Security Standard)
15. Where appropriate, ensure that college credit cards and other purchasing arrangements, for example Lyreco orders, or petty cash, are used in accordance with college policies and procedures, and compiling and submitting appropriate expenditure records and appropriately safeguarding credit/debit card terminals and distribution of petty cash.
16. To keep up to date with funding/performance methodology to ensure compliance, funding maximisation and improvement and provide advice to curriculum staff.
17. To support cross college and curriculum led events including parents evenings, welcome events, open days and awards events.
18. Ensure examinations and registrations with awarding bodies are accurately submitted via the central examinations teams and to invigilate when required.
19. To manage the links with appropriate internal and external stakeholders.

## **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

### **Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

### **Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

### **Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

<b>Job Title:</b>	School Administration Leader
<b>Department</b>	Events, Enterprise and Employability

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Relevant Qualification at level 3 or above.	A
E	Q2. Relevant Customer service qualification or training.	A
E	Q3. Literacy and numeracy qualification at Level 2 or above.	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Substantial experience of working in a customer focused role/ environment.	A / I
E	EK2. Significant experience of managing a team including supporting other departments with workloads/peak times.	A / I

E	EK3. Experience of using data to drive developments.	A / I
E	EK4. Experience of student records systems to deliver curriculum planning, timetabling, course file, rooming and registers.	A / I
E	EK5. Experience of keeping student records up to date.	A / I
E	EK6. Experience of admissions processes.	A / I
E	EK7. Experience of the college enrolment processes including cash/card handling.	A / I
E	EK8. Experience of delivering high levels of administration including whole cohort messaging.	A / I
E	EK9. Experience of Ofsted visits and internal/external audits.	A / I
E	EK10. Knowledge of FE and/or other funding streams.	A / I
D	EK11. Experience of stock control.	A / I
E	EK12. Experience of maintaining data standards and ensuring compliance.	A / I
E	EK13. Knowledge of data protection and confidentiality requirements.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Able work collaboratively with a range of internal and external stakeholders to achieve positive outcomes.	A / I
E	SC2. Excellent decision maker.	A / I / T /
E	SC3. Exceptional verbal /written communication and interpersonal skills.	A / I / / P

E	SC4. High level of problem solving skills.	A / I / T /
E	SC5. Can work for significant periods under own initiative.	A / I / T /
E	SC6. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms.	A / I / T / P
E	SC7. Data manipulation and reporting.	A / I / T / P
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion.	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in.	I
E	B3. Commitment to the PREVENT agenda.	I
E	B4. Commitment to professional standards.	I
E	B5. Commitment to restorative practice approaches.	I