

<b>Organisation:</b>	Luminate Education Group
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Harrogate College
<b>Core Job Role:</b>	Administration Assistant
<b>Job Title:</b>	Administration Assistant
<b>Reports to:</b>	MIS Services Team Leader
<b>Grade</b>	LC2
<b>Date of compilation:</b>	September 23

### SPECIFIC ROLE RESPONSIBILITIES:

1. To provide curriculum administration and student records data to an identified school / academic directorate.
2. To maintain student records data for the School including registers, ULNs, destinations/job outcomes, change requests and other reporting requests.
3. To provide all aspects of curriculum administration such as production of letters, stock control, dealing face to face or other communicated queries.
4. To support the absence monitoring, recording and chasing of relevant students
5. To support student enrolments within the School and work with the central MIS teams throughout main enrolment.
6. To support the processing of DSATs, other data queries and regular data accuracy checks on a timely basis and corrections are compliant with funding rules.
7. Ensure filing (electronic and paper) is accurate and easily accessible.
8. Provide cover and support to colleagues across the Schools as required, catering for fluctuating workloads and absences.
9. To support the School with Curriculum Planning, timetabling, rooming, staff/room utilisation, course profiling/approvals and course file.
10. To carry out regular accuracy checks of all data within the School as directed by the School Administration Leader and maintain data standards including adherence to the Data Protection Act.
11. 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.

12. To support the School to ensure examinations and registrations with awarding bodies are accurately submitted via the central examinations teams and to invigilate exams within the College when required
13. To ensure the timely and accurate recording of support items on Pro-Solution. Uploading support summaries to Pro-Monitor.

### **CORE RESPONSIBILITIES:**

1. To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.
2. Prompt resolution, in a positive and proactive manner, of any queries raised by internal and external customers.
3. Maintain a proactive and diligent approach to fraud awareness at all times.
4. Actively promote a College wide culture of compliance with Luminate Group Financial Regulations and challenge and support actions and/or behaviours inconsistent with those Regulations.
5. To exercise absolute integrity in respect of confidential matters, and endeavour to ensure that any specified procedures for ensuring the security and confidentiality of information are always maintained.

### **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.*

## Person Specification

<b>Job Title:</b>	Administration Assistant
<b>Department</b>	Harrogate College

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

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Literacy and Numeracy at Level 2 or above	A
E	Q2. Relevant Customer Service qualification or training.	A
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Good knowledge of Microsoft office/google applications.	A /I/T
E	EK2. Good knowledge of Pro solutions or other student records system.	A / I
E	EK3. Experience of administrative and/or student records work in an education setting.	A / I

E	EK4. Knowledge of data protection and confidentiality requirements.	A / I
E	EK5. Experience of the college enrolment processes including cash/card handling.	A / I
<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Ability to work flexibly across a number of tasks.	A / I
E	SC2. Good communication skills.	A / I
E	SC3. Good customer service focus.	A / I
E	SC4. Excellent IT Skills.	A / I / T
E	SC5. Good attention to detail and accuracy.	A / I / T
<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