

<b>Organisation:</b>	Luminate Education Group
<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 Admin Lead/Receptionist
<b>Job Title:</b>	School Admin Lead/Receptionist
<b>Reports to:</b>	Programme Manager
<b>Grade</b>	LC6 (C)
<b>Date of compilation:</b>	March 2021

### SPECIFIC ROLE RESPONSIBILITIES:

1. To lead and manage the operational, curriculum administration and data requirements of the 14 – 16 Skills Programme.
2. To assist with the attendance strategy and monitoring ensuring consistency and compliance.
3. To assist with the 14 – 16 Skills Programme data, working closely with Leeds City College departments such as MIS, Finance, SEND, High Needs and School Admin teams.
4. To be responsible for the coordination of the vocational options for 14 – 16 Skills Programme learners, including liaising with the department or provision that delivers the certificates and qualifications.
5. To manage all aspects of curriculum administration, such as production of letters, stock control, dealing face to face or other communicated queries.
6. To ensure reception provides an effective first point of contact for all visitors.
7. To ensure appropriate systems are in place to manage electronic and paper files, including a fire register.
8. To manage student enrolments within the School and work with the central MIS/Marketing teams throughout main enrolment.
9. To ensure that staff and students have relevant ID and lanyards to enter site.
10. To coordinate and support the 14 – 16 Skills Programme with curriculum planning, timetabling, rooming, staff/room utilisation, course profiling /approvals and course file ensuring all related elements of planning are maximised.
11. To manage regular accuracy audits/checks of all data within the School and maintain data standards including adherence to GDPR.

12. 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).
13. 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.
14. To keep up to date with funding/performance methodology to ensure compliance, funding maximisation and improvement and provide advice to curriculum staff.
15. To support cross college and curriculum led events including parent evenings, induction events, open days and awards events.
16. Ensure examinations and registrations with awarding bodies are accurately submitted via the central examinations teams and to invigilate exams within the College when required.
17. To manage the links with appropriate internal and external stakeholders.

### **CORE RESPONSIBILITIES:**

1. Coordinate operational and administrative activities for the 14 – 16 Skills Programme.
2. To be the first point of contact on reception at Beeston Campus (2 days).
3. Assist the 14 – 16 Skills Programme in providing a vibrant social media presence by developing and posting content to our Instagram, twitter and Facebook feeds.
4. Manage the learner vocational day experience including liaising closely with different vocational departments around Leeds City College to monitor learners' attendance and performance.
5. To assist managing our processes for learners categorised as CLA, SEND and those with EHCP's and attend appropriate meetings such as reviews and PEP's whilst continually working with LA's.
6. 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.
7. To link in with relevant team members about attendance data. Liaising with other teams to ensure coding of registers is correct and follows DfE guidelines.
8. Work on day-to-day finance related matters including fundraising, cash advances, receipts and credit cards as well as petty cash.
9. Attend meetings where required such as case conference meetings and general staff meetings as well as managing that day-to-day administrative tasks are complete.
10. Attend meetings with external stakeholders, organisations and authorities including multi-agency meetings and AIP's.
11. To contribute to wider whole 14 – 16 Skills Programme policy making as appropriate.

## **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>	School Admin Lead/Receptionist
<b>Department</b>	14 – 16 Skills Programme

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	Q3. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above, if required.	A / C
D	Q2. Appropriate degree level qualification which may be applied to the role.	A / C
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Relevant experience, knowledge and skills of working in a customer focused role/ environment	A / I
E	EK2. Experience of student records systems to deliver curriculum planning, timetabling, course file, rooming and registers.	A / I

E	EK3. Wide experience of internal external partnership work including local authorities and other professionals.	A / I
E	EK4. Experience of leading on various projects/aspects required as part of the role including for example, recruitment processes and ongoing communication strategy.	A / I
E	EK5. Proven commitment to continuous professional development.	A / I
D	EK6. Experience performance managing staff with clear vision and direction of work.	A / I
D	EK7. Experience of keeping student records up to date.	A / I
D	EK8. Experience of Ofsted visits and internal/external audits	A / I
<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Outstanding communication and interpersonal skills	A / I
E	SC2. Highly organised individual able to manage a busy workload	A / I
E	SC3. Highly Effective administration skills with proven competency to improve systems and processes.	A / I
E	SC4. Excellent IT skills (using both Google and Microsoft systems) and the ability to work with data and spreadsheets.	A / I
E	SC5. Ability to work on own initiative and as part of a larger team collaborating with colleagues to produce outstanding results.	A / I
E	SC6. Flexible approach, with ability to adapt and embrace change and problem solve quickly and effectively.	A / I

E	SC7. Enduring Resilience. Continually exuding optimism, a 'can do' attitude and close attention to detail.	A / I
<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