

Job Description

Group Member:		Harrogate College	
Job Title:		Administration Assistant	
Reports to:		MIS Services Team Leader	
Job Grade	RLW	Department	Harrogate College

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. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. 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.
2. Ensure filing (electronic and paper) is accurate and easily accessible.
3. Provide cover and support to colleagues across the Schools as required, catering for fluctuating workloads and absences.
4. To support the School with Curriculum Planning, timetabling, rooming, staff/room utilisation, course profiling/approvals and course file.
5. 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.
6. 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.
7. 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

8. To ensure the timely and accurate recording of support items on Pro-Solution. Uploading support summaries to Pro-Monitor.
9. Prompt resolution, in a positive and proactive manner, of any queries raised by internal and external customers.
10. Maintain a proactive and diligent approach to fraud awareness at all times.
11. 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.
12. 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.
13. Any other duties that are specific to the department.
14. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

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 the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

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

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

HARROGATE
COLLEGE

K **Keighley**
College

LEEDS CITY
COLLEGE

LEEDS
CONSERVATOIRE

Leeds
Sixth Form
College

Pudsey
Sixth Form
College

U **University**
Centre Leeds

Person Specification

Job Title:	Administration Assistant
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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. Literacy and Numeracy at Level 2 or above	A
E	Q2. Relevant Customer Service qualification or training.	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Good knowledge of Microsoft office/google applications.	A //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
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Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
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

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
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