

Group Member:		Luminate Business Support	
Job Title:		Administration Assistant (Schools)	
Reports to:		School Administration Lead	
Job Grade	LEG A	Department	Pudsey Sixth Form College

ROLE SUMMARY:

Pudsey Sixth Form College is looking for an enthusiastic Administration Assistant to provide student-facing support within a busy educational campus. You must be able to deliver outstanding customer service and have experience of working in a fast-paced administrative environment.

By joining Pudsey Sixth Form College you join a brand-new campus and community dedicated to improving and inspiring the lives of young people through education.

Initially the role will be based at Park Lane Campus, where you will be fully trained in systems and processes in preparation for the opening of Pudsey Campus in September 2025. Training will continue throughout the year building close links with the Administration Team at Park Lane and will require working between the two sites.

CORE RESPONSIBILITIES:

1. Provide comprehensive curriculum administration support to the new Pudsey Sixth Form
2. Maintain accurate student data and enrolment records
3. Deliver excellent customer service and advice to students, staff and other stakeholders contributing to a positive, inclusive and inspiring experience.

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 with face to face or other communicated queries including those from the Reception or Admission Teams.
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/Marketing teams throughout main enrolment.
6. To support relevant elements of the admissions process as identified including interviews, offers and taster days.
7. To support the on-going (keep warm) communication to applicants and to support the production of promotional content about the school.
8. To support the processing of DSATs, other data queries and regular data accuracy checks on a timely basis and ensure corrections are compliant with funding rules.
9. Ensure filing (electronic and paper) is accurate and easily accessible
10. To provide administration support in meetings including note taking and production of relevant paperwork
11. Provide cover and support to colleagues across the Schools as required, catering for fluctuating workloads and absences.
12. To support the School with Curriculum Planning, timetabling, rooming, staff/room utilisation, course profiling/approvals and course file.
13. 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.
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.
15. To assist in 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)
16. 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
17. To liaise with the events facilitator to support College events including parents evenings, open evening, and awards event

18. To provide excellent customer service to students, staff and other stake holders giving advice and guidance, signposting to college services and resolving enquiries.
19. Ability to participate in evening/weekend work as required.
20. Any other duties that are specific to the department.
21. 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

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Department	Pudsey Sixth Form 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

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 / I
D	EK2. Good knowledge of Pro solutions or other data management systems	A / I
E	EK3. Experience of administrative setting and record keeping	A / I
D	EK4. Experience of student records work in an education setting	A / I
E	EK5. Knowledge of data protection and confidentiality requirements	A / I

D	EK6. Experience of the college enrolment processes including cash/card handling	A / I
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Skills and Competencies		
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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
E	SC5. Good attention to detail and accuracy	A / I

Behavioural, Values and Ethos		
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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