

Job Description

Group Member:		Harrogate College	
Job Title:		School and Customer Service Administrator	
Reports to:		MIS Services Team Leader	
Job Grade	LEG A	Department	

SPECIFIC ROLE RESPONSIBILITIES:

1. Ensuring that the highest level of reception service is delivered consistently to students, staff, stakeholders and external visitors to exceed their expectations.
2. To provide information, data and advice as required by students, staff, stakeholders and external visitors.
3. To ensure relevant queries have an appropriately managed handover and post-query resolution.
4. Identify, avoid and resolve problems quickly to enhance the customer journey.
5. Provide an excellent reception service – greet and sign in visitors, issue student ID passes, check ID badges, answer telephone calls and any other admin duties required.
6. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. To undertake the required administration supporting the school admin team; student record data management, hiring facilities and cross-college support.
2. Provide an excellent level of customer service that represents the company's brand.
3. Delivery of the campus health and safety & emergency response procedures including first aid.
4. To work to flexible and diverse workflows and shift patterns in line with business needs including evenings and some weekends.
5. Any other duties that are specific to the department.
6. 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

Enjoyment

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

Passion

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

Ownership

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

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

Person Specification

Job Title:	School and Customer Service Administrator
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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. Educated to Level 2 or above in Literacy and Numeracy or a commitment to achieving this within one year of appointment	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Proven experience as working on Front of House or customer service setting.	A / I
D	EK2. Experience of using a database or record keeping system (ideally student records database or CRM database).	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to work flexibly across a number of tasks and changing priorities	I

E	SC2. Good communication skills	A / I
E	SC3. Excellent customer service skills	I
E	SC4. Good basic IT Skills	A / I
E	SC5. Good problem-solving skills	I

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