

Job Description

Group Member		University Centre Leeds	
Job Title:		Apprentice Administrator (Level 3)	
Reports to:		Associate Dean of HE	
Job Grade	Apprenticeship Rates	Department	University Centre Leeds

ROLE SUMMARY:

University Centre Leeds is looking for an enthusiastic University Centre Administration Assistant to provide administrative support curriculum managers within a busy educational campus. You must be able to deliver outstanding administrative support and have experience of working in a fast-paced environment.

By joining University Centre Leeds you join a brand-new campus opened in November 2025 and dedicated to improving and inspiring lives through education.

The role will be based at University Centre Leeds. Full training in systems and processes will be provided by wider team.

CORE RESPONSIBILITIES:

1. Provide comprehensive curriculum administration support to curriculum managers at University Centre Leeds
2. Maintain accurate student data and enrolment records
3. Carry out a variety of administrative tasks within the University Centre to support managers and curriculum departments with duties such as data entry, maintaining student records, examination registration, purchasing student resources, sending correspondence, and updating room bookings.

SPECIFIC ROLE RESPONSIBILITIES:

1. To provide curriculum administration and student records data to an identified University Centre/academic directorate.
2. To maintain student records data for the University Centre including registers, ULNs, destinations/job outcomes, change requests and other reporting requests.
3. Correspond with external partners, such as validating partners, stakeholders, visiting lecturers and Student Finance

4. 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, Quality, Marketing or Admission Teams.
5. To support student enrolments within the University Centre and work with the central MIS/Marketing teams throughout main enrolment.
6. To support the processing of data queries and regular data accuracy checks on a timely basis and ensure corrections are compliant with funding rules.
7. Ensure filing (electronic and paper) is accurate and easily accessible
8. To provide administration support in meetings including note taking and production of relevant paperwork
9. Provide cover and support to colleagues across the University Centre as required, catering for fluctuating workloads and absences.
10. To support University Centre with, timetabling, rooming, staff/room utilisation, course profiling/approvals and course file.
11. To carry out regular accuracy checks of all data within the University Centre University Centre and maintain data standards including adherence to the Data Protection Act.
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.
13. 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)
14. To support the University Centre to ensure examinations and registrations with awarding bodies are accurately submitted and to invigilate exams within the College when required
15. To liaise with the events facilitator to support College events including parents evenings, open evening, graduation and awards events
16. To liaise with procurement and update the online store for curriculum activities such as trips, selling materials and consumables and short courses.

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 Luminare 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


Person Specification

Job Title:	University Centre Administration Assistant
Department	University Centre Leeds

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
	Q2. Relevant administration 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 ProSolution or other data management systems	A / I
E	EK3. Experience of administrative setting and record keeping	A / I

D	EK5. Experience of student records work in an education setting	A / I
E	EK6. Knowledge of data protection and confidentiality requirements	A / I
D	EK7. Experience of higher education enrolment processes	A / I

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
E	SC5. Good attention to detail and accuracy	A / 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