

<b>Organisation:</b>	Leeds City College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	
<b>Core Job Role:</b>	
<b>Job Title:</b>	Apprenticeship Level 2 - School Administration Support
<b>Reports to:</b>	School Administration Team Leader
<b>Grade</b>	Apprenticeship
<b>Date of compilation:</b>	2017

### SPECIFIC ROLE RESPONSIBILITIES:

1. Undertake all aspects of administrative and clerical tasks, including word processing duties, production of letters, use of databases and spreadsheets, mailshots, email, photocopying, faxing and filing
2. Deal effectively and professionally with telephone and face-to-face enquiries from staff and the public
3. Ensure a regular and accessible availability of college forms, stationery and other supplies
4. Carry out general admin duties relating to the different areas of work across the department
5. Create and maintain effective filing and computerised systems as required
6. Assist at enrolment and other college events, including evenings and weekends as required
7. To support student enrolments and support College events including parents evenings, open evenings and awards events

### 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>	Apprenticeship Level 2 - School Administration Support
<b>Department</b>	

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	5 GCSE's (or equivalent) including English and Mathematics at grade A*-C	A
E	Working towards successful completion of L2 Business Admin Apprenticeship (upon appointment)	A
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
D	EK1. Knowledge of Microsoft Office suite (Word, Excel, Powerpoint)	A/I
D	EK2. Experience of working in a team environment	A/I
D	EK3. Experiencing working in a public-facing role	A/I
<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>

E	SC1. Good communication skills	A/I
E	SC2. Good Organisational skills	A/I
E	SC3. Good IT Skills	A/I
D	SC4. Good levels of accuracy	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