

Job Description

Group Member:		Leeds City College	
Job Title:		14+ Academies Apprentice Engagement Administrator (Level 2)	
Reports to:		Learner Engagement Leader	
Job Grade	L2 Apprentice	Department	14+ Academies

SPECIFIC ROLE RESPONSIBILITIES:

1. To assist in the day to day administration and coordination of the 14+ Academies.
2. Provide a friendly, professional and efficient first point of contact to learners, their parents/carers as well staff and other professionals contacting or visiting the 14+ Academies.
3. To work with the Engagement Team and Senior Leadership Team to assist with administrative duties related to learner recruitment, attendance and general data tasks.
4. To liaise with vocational area departments and help coordinate the vocational days that our learners attend.
5. To provide administrative support to the 14+ Academies such as taking minutes, photocopying, letter writing, scanning and filing.
6. Assist with the administration of FSM (Free School Meals) and travel support to learners.
7. To provide administrative support to the Engagement Team relating to the learner recruitment process including processing applications, arranging interviews and associated tasks and data.
8. To play a key role in the attendance strategy at the 14+ Academies including liaising with other team members and the Senior Leadership Team to monitor and record attendance as well as speaking with learners and their parents/carers, and conducting targeted interventions with learners.
9. To work with and assist the coordination team on all data related matters (such as attendance, enrolments and exams) on differing systems including ProMonitor, ProSolution as well as Google and Microsoft systems.
10. Assist with arranging meetings and attend meetings where required such as attendance contract meetings, attendance pre-disciplinary and disciplinary meetings and general staff meetings.

CORE RESPONSIBILITIES:

1. To assist on the 14+ Academies learner recruitment strategy and process which includes attending open events, processing applications, scheduling interviews and associated recruitment tasks.
2. To play a role on all aspects of attendance, punctuality and engagement ensuring appropriate targeted interventions are implemented.
3. Liaising with other teams to ensure coding of registers is correct and follows DfE guidelines.
4. Attend meetings where required such as disciplinary and pre-disciplinary, attendance contract meetings and general staff meetings as well as ensuring day-to-day administrative
5. To contribute to wider whole 14+ Academies policy making as appropriate.
6. Contribute to the development of systems and processes to continually improve services.
7. Working with 14+ Academies central inboxes and responding to email queries.
8. Supervise the 14+ Academies duties where required, which may include breakfast club, breaks, lunches or after school sessions.
9. Attend meetings and undertake exam invigilation duties when required.
10. Plan, participate in and support educational visits and outings to enhance the learner experience.
11. To complete all administrative tasks in a timely and accurate manner and ensuring deadlines are met when set.
12. Take part in the 14+ Academies Staff Development Programme including attending training days and twilights

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

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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 personal statement section of the application form. Each criteria is marked with whether it is 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, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. L2 Literacy and numeracy skills to level 2/GCSE grade A - C in English and Mathematics.	A / C
E	Q2. Willing to work towards and complete the Level 2 Customer Service Practitioner/Business Administration Apprenticeship provided at the College.	A / I
D	Q3. Level 3 or above qualification in a relevant vocational subject.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Desire to work in an administration role.	A / I
D	EK2. Previous experience in an administration role undertaking basic administrative duties.	A / I
D	EK3. Experience of working with learners, particularly those of high school age (especially 14-16).	A / I
D	EK4. Experience of working in an educational setting.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Good standard of computer literacy, including Microsoft Office and Google applications	A / I
E	SC2. Ability to engage, inspire and motivate learners to achieve their potential	A / I
E	SC3. Excellent interpersonal and communication skills	A / I
E	SC4. Excellent organisational, time-management and administrative skills	A / I
E	SC5. Able to work positively & effectively as a member of a team and on own initiative	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	A / I
E	B3. Commitment to the PREVENT agenda	A / I
E	B4. Commitment to professional standards	A / I
E	B5. Commitment to restorative practice approaches	A / I