

Luminate

EDUCATION GROUP

Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	n/a
Job Title:	Administrative Officer
Reports to:	Outcomes Coordinator
Grade	LC4
Date of compilation:	August 2023

ROLE SUMMARY:

We are seeking an organised and proactive Administrative Officer to join our team. You will provide administration to a range of teams within the Student Life Directorate. This is a key role that requires excellent attention to detail, ability to work with data, and ability to manage conflicting priorities.

SPECIFIC ROLE RESPONSIBILITIES:

1. To provide administrative support to Student Life teams, with a specific focus on safeguarding, wellbeing, health, behaviour, care experience and relational practice.
2. Undertake a range of planning and organisational tasks contributing to cross-college project delivery.
3. Provide administrative support and diary management for the Deputy Director of Student Life (Safeguarding, Wellbeing & Behaviour)
4. Organising the administrative tasks relating to the training run by the team e.g. room bookings, invites, hospitality arrangements, meeting arrangements
5. Service a range of meetings including minute taking and circulating the papers required for the meeting in a timely manner.
6. Support the collaborative working arrangements with Leeds Virtual School by providing administration to that project

CORE RESPONSIBILITIES:

7. Collect, collate and present a range of information and performance data using college systems, for a variety of purposes e.g. attendance data, staff training numbers and student behaviour data.
8. Provide flexible administration support for key cross college projects and training delivery, including Relational Practice, Safeguarding and wider personal development, behaviour and attitudes related workstreams

9. Communicate key information for the Student Life directorate, verbally and making use of internal systems, Google and social media
10. Undertake a range of general administration duties including updating documents/spreadsheets and updating college systems using Microsoft and Google applications
11. Contribute to the development of systems and processes to continually improve services
12. Coordinate the administration of internal and external meetings/training including uploading training sessions to a training platform, logging staff attendance and sending out post-training materials to attendees,
13. liaising with attendees, booking rooms and ensuring relevant papers are available.
14. Support and administration for Student Life directorate away days
15. Support with the planning and administration of a range of events for students, parents/carers and professionals
16. Managing central inboxes and responding to email queries
17. Maintaining the Google drive and SharePoint shared folder systems along with updating the staff and student google sites
18. Sourcing quotes and raise purchase orders for Student Life managers, including tracking and monitoring of spending and complying with college financial regulations

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

Job Title:	Administrative Officer
Department	Student Life

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. Level 2 in English and Maths (or equivalent)	A
D	Q2. Level 3 qualifications in a relevant discipline or equivalent work experience	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Knowledge and competence in Microsoft applications including Excel and an understanding of Google applications	A / I / T
E	EK2. Experience of working with a range of internal and external partners and organisations	A / I
E	EK3. Experience of working to tight deadlines	A / I
D	EK4. Experience of extracting and analysing large data sets and producing reports	A / I

D	EK5. Experience of working with financial systems to raise purchase orders.	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 coordinate action plans and activities across large teams	A / I
E	SC2. Excellent communications skills, both orally and written, and the ability to develop effective communication systems across multiple teams	A / I
E	SC3. Ability to write accurate records of various meetings, including summarising key discussion points and recording actions.	A / I / T
E	SC4. Ability to deal with a number of issues concurrently, work flexibly and without direct supervision	A / I
E	SC5. Excellent time management and attention to detail	A / I / T
D	SC6. Ability to plan and implement administrative systems and use digital media innovatively	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