



## Job Description

<b>Organisation:</b>	Luminate Education Group
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	n/a
<b>Core Job Role:</b>	
<b>Job Title:</b>	Capital Project Administrator
<b>Reports to:</b>	Team Leader
<b>Grade</b>	A
<b>Date of compilation:</b>	May 2024

### CORE ROLE RESPONSIBILITIES:

1. Provide comprehensive administrative support to the Capital Projects Team management function
2. Provide a first point of contact and deal with routine enquiries from a variety of sources including internal customers, contractors, consultants and suppliers.
3. Develop and maintain the department filing and document storage and retrieval system including handling confidential documents.
4. Carry out routine office tasks such as word-processing, filing, photocopying, diary management.
5. Prepare reports and spreadsheets under the guidance of the Capital Projects team.
6. To take notes as appropriate and prepare reports as requested.
7. Receiving and greeting visitors, arranging catering and keeping the facilities maintained, tidy and well presented.
8. Work closely with the Group Director of Capital Projects
9. Attend team and departmental briefings and meetings
10. Engage in departmental development activities where these are arranged.
11. Be an active member of the department and contribute to drawing up of departmental business plans, objectives, service level agreements and process review activities.

## **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>	Capital Project Administrator
<b>Department</b>	Capital Projects Team

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 minimum Level 2 or above	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Good knowledge of Microsoft Office and / or Google Applications	A
E	EK2. Experience of taking minutes/notes for meetings	A / I
D	EK3. Experience of working in a similar environment and in a similar role.	A / I
D	EK4. Experience of document control filling systems	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to use initiative to problem solve and manage workload when working independently, within given instructions.	A / I

E	SC2. Ability to work to deadlines and under pressure.	A / I
E	SC3. Good communication skills, including excellent telephone manner.	I
E	SC4. Ability to work effectively as part of a team.	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