



Job Description

| | | | |
|----------------------|---------------|--|----------------------------|
| Group Member: | | Leeds City College | |
| Job Title: | | Business Administration Apprentice Level 3 | |
| Reports to: | | Performance and Operations Coordinator | |
| Job Grade | L3 Apprentice | Department | Enterprise & Employability |

SPECIFIC ROLE RESPONSIBILITIES:

1. Support and assist the Deputy Director, Deputy Head and Programme Managers with the effective and efficient running of the Quality Teaching, Learning & Assessment related processes within the Enterprise and Employability Department.
2. To work with the Deputy Director and Performance & Operations Manager to set up and monitor the departmental calendar of activities, processes and events.
3. Work with the Performance & Operations manager to support Recruitment and Continuous Professional Development for staff within the Department.
4. Ability to set up robust monitoring systems and processes for a range of activities that take place within the department.
5. Keep accurate meeting minutes and circulate agendas for a range of departmental meetings that take place throughout the year.
6. Assist the Performance & Operations Manager, Deputy Director and the Deputy Head with a range of admin tasks including but not limited to: Calendar Invites, Schedules, Emails, Letters etc.
7. Oversee a number of student-focused events throughout the year including; parent's evenings, open days, interview sessions etc. Ensuring staffing rotas are set up and shared.
8. To support the SEND team as required in general admin tasks linked to students who are SEND or have an Educational Health & Care Plan (EHCP's) ensuring accuracy of data at all times.
9. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. Undertake general administrative and clerical tasks, including word processing, use of databases, spreadsheets, email, photocopying, scanning and digital filing.
2. To support student enrolments and exam invigilation where required.
3. Ability to participate in evening/weekend work as required.
4. To support the department events team with projects and events where required.
5. Support the Performance & Operations Coordinator in assisting the Deputy Director and Deputy Head of the Department to ensure the smooth running of the department including internal and external communication.
6. Work with the Performance and Operations Coordinator to support Marketing and Comms including social media, newsletters and internal comms for the department.
7. Coordinate ad hoc administrative requirements for the Deputy Director and Deputy Head of Department including agendas and minutes for Department meetings.
8. Support with communication across the department including updating the annual directorate calendar.
9. Develop relationships with internal and external stakeholders to support a range of college and campus events and projects.
10. Deal effectively and professionally with telephone and face-to-face enquiries from internal staff.
11. Any other duties that are specific to the department.
12. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

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

Person Specification

| | |
|--------------------|--|
| Job Title: | Business Administration Apprentice - Level 3 |
| Department: | Enterprise & Employability |

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. English and Maths at Level 2 or above or equivalent Literacy/Numeracy. | A |
| D | Q2. Relevant administrative training or qualifications. | A |

| Experience and Knowledge | | |
|--------------------------------|--|-------------------------|
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | EK1. Experience of using Microsoft Office systems and databases, (Word, Excel, Outlook etc.) | A / I |
| E | EK2. Knowledge of GDPR/data protection and confidentiality requirements. | A / I |
| E | EK3. Organised and detail-oriented approach with the ability to work to demanding deadlines and deliver outcomes in an accurate and timely manner. | A / I |
| E | EK4 Experience of communicating to a variety of audiences including external stakeholders, staff and students. | A / I |
| D | EK5. Awareness and understanding of SEND related terminology and processes such as EHCPs. | A / I |
| D | EK6. Good knowledge of Pro-suite, Navigate or similar student records system. | A / I |
| D | EK7. Experience of administrative and/or student records work in an education setting. | A / I |
| D | EK8. Knowledge and understanding of enterprise and employability skills. | A / I |

| Skills and Competencies | | |
|--------------------------------|--|-------------------------|
| Essential (E) Desirable (D) | Criteria | Method of assessment |
| E | SC1. Ability to work flexibly across a number of tasks with a solution focused approach to challenges presented. | A / I / T |
| E | SC2. Good communication skills including enthusiasm and confidence in establishing professional relationships. | A / I |
| E | SC3. Good customer service focus. | A / I |
| E | SC4. Excellent IT Skills. | A / I / T |
| E | SC5. Attention to detail and accuracy when transferring data/information. | A / I / T |
| E | SC6. Takes responsibility for own development and has a “can do” attitude. | 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 |