

Group Member:		Leeds City College	
Job Title:		MIS and School Administrator	
Reports to:		Programme Manager/ Head of Department	
Job Grade	LEG A	Department	Specialist Provision Area (Future Pathways/The Vine)

ROLE SUMMARY:

The MIS and School Administrator provides an efficient and accurate data and administrative service to the Specialist Provision Areas (Future Pathways/The Vine). Working closely with the leadership team, MIS colleagues, and external agencies, the role ensures data quality, supports process improvements, manages learner support administration, and provides day-to-day administrative coordination to support the effective running of the department.

SPECIFIC ROLE RESPONSIBILITIES:

1. Provide an excellent data service to the Specialist Provision Areas with excellent customer service and collaboration with the leadership team.
2. Work collaboratively with MIS to ensure that all data processing is in line with College Protocol.
3. Ensure the highest quality of data is efficiently and effectively input in the college systems as a result of good staff skills and knowledge.
4. Drive business process improvements with efficient planning, delivery and streamlining.
5. Work closely and effectively with MIS colleagues to complement training that they provide and negotiate process changes that may impact at that level.
6. Assist with the administration of FSM (Free School Meals) and travel support to learners as well as liaising with local authorities regarding areas such as Admissions, Free School Meals, Exclusions and Electively Home Educated learners.
7. To provide coordination and administration provision to the Future Pathways Department such as taking minutes, photocopying, letter writing, scanning and filing.

CORE RESPONSIBILITIES:

1. To assist in the coordination of learner recruitment including applications, interviews and associated tasks and data.
2. 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.
3. Attend meetings where required such as disciplinary and pre-disciplinary, attendance contract meetings and general staff meetings.
4. Assist the SLT in providing a vibrant social media presence by developing and posting content to our Instagram, twitter and Facebook feeds.
5. To assist on the Specialist Provision Areas learner recruitment strategy and process which includes open events, applications, interviews and associated data.
6. Liaising with other teams to ensure coding of registers is correct and follows DfE guidelines.
7. Attend meetings where required such as disciplinary and pre-disciplinary, attendance contract meetings and general staff meetings as well as managing that day-to-day administrative tasks are complete.
8. Attend meetings with external stakeholders, organisations and authorities including multi- agency meetings and AIP's.
9. To contribute to wider whole Specialist Provision Areas policy making as appropriate.
10. Contribute to the development of systems and processes to continually improve services.
11. Managing central inboxes and responding to email queries.
12. Attend meetings and undertake exam invigilation duties when required.
13. Plan, participates in and support educational visits and outings to enhance the learner experience.
14. To complete all administrative tasks in a timely and accurate manner meeting deadline when set.
15. Take part in the Staff Development Programme including attending training days and twilights.
16. To act as a role model to others, demonstrating high standards of professionalism in all aspects of the role.
17. Promote excellence and continuously improve practice.

18. Actively promoting continuous improvement, ensuring compliance with the College's Quality Assurance Policy and Procedures, including participation in curriculum and College's self-assessment reports, Assessment Review Boards, inspection preparation, quality audits and observation of teaching.
19. Any other suitable and appropriate duties as determined by the line manager.
20. Any other duties that are specific to the department.
21. 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 relational 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

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

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 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. English and Maths at Level 2.	A / C
D	Q2. Appropriate degree/qualifications which may be applied to the role	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Desire to work in administration role	A / I
E	EK2. Experience of using data to drive developments	A / I
E	EK3. Experience of working in an educational setting or within a data/admin role.	A / I
D	EK4. Experience of internal external partnership work including local authorities and other professionals	A / I
D	EK5. Experience of enrolment process or/and exam processes	A/I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Data manipulation and reporting	A / I
E	SC2. Can work flexibly and under own initiative	A / I
E	SC3. Excellent verbal /written communication and interpersonal skills	I
E	SC4. Ability to work effectively with computer programmes such as Word, Excel and Google platform	A
E	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	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	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I