

<b>Organisation:</b>	Luminate Education Group
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Leeds City College
<b>Core Job Role:</b>	School Admin Officer
<b>Job Title:</b>	School Admin Officer
<b>Reports to:</b>	School Admin Lead
<b>Grade</b>	A
<b>Date of compilation:</b>	September 2023

### SPECIFIC ROLE RESPONSIBILITIES:

1. To support the curriculum administration for an identified area of the schools activity including systems and processes
2. To support student enrolments within the School and work with the central MIS/Marketing teams throughout enrolment periods.
3. To ensure appropriate systems are in place to manage electronic files.
4. To work collaboratively with other schools to ensure a coordinated approach to relevant systems and processes including cover and support, catering for fluctuating workloads and absences.
5. To support the School with Curriculum Planning including timetabling, course profiling.

### CORE RESPONSIBILITIES:

1. Supporting curriculum staff with students records.
2. To create requisitions for approval and onward submission to suppliers in accordance with procurement policy and procedures, and accurately record the receipt of goods in a timely and accurate manner. And ensure that the remittance of receipts from students are in accordance with the college cash handling policy and procedure, including compliance with PCIDSS (Purchase Card Industry Data Security Standard)
3. Where appropriate, ensure that college credit cards and other purchasing arrangements, for example Banner orders, or petty cash, are used in accordance with college policies and procedures, and compiling and submitting appropriate expenditure records and appropriately safeguarding credit/debit card terminals and distribution of petty cash.
4. To support cross college and curriculum led events including welcome events, open days and awards events even if those take place outside of normal working hours.
5. Work closely with the ACE team to ensure that job outcome and destination data is collected and there is accurate recording of student start and completion data with a focus on maximising performance data.

6. Work to flexible and diverse workflows and shift patterns in line with business needs including some evenings and weekends
7. To support the Deputy Director, Heads of Department and course leadership teams with curriculum related administration.
8. To support the curriculum team with room booking and provide the admin for team meetings.
9. To oversee attendance trackers.
10. To work with curriculum teams to monitor attendance, record absence and communicate with students, parents/carers to address attendance issues.

#### **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.*

# Luminate

EDUCATION GROUP

## Person Specification

<b>Job Title:</b>	School Admin Officer
<b>Department</b>	

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

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1.Relevant Qualification at level 3 or above	A
E	Q2. Relevant Customer service qualification or training	A
E	Q3.Literacy and numeracy qualification at Level 2 or above	A
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Experience of working in a customer focused role/ environment	A / I
E	EK2. Experience of using data to drive developments	A / I
E	EK3. Experience of keeping student records up to date including timetabling and registers	A / I
D	EK4. Experience of enrolment process	A / I
E	EK5. Experience of resolving problems	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Able to work collaboratively with a range of internal and external stakeholders to achieve positive outcomes	A / I
E	SC2. Good level of communication skills	A / I
E	SC3. Can work flexibly and under own initiative	A / I
E	SC4. Ability to work effectively with computer programmes such as Word, Excel and Google platforms	A / I
E	SC5. Data manipulation and reporting	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