

Organisation:	Leeds Sixth Form College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds Sixth Form College
Core Job Role:	School Administration Assistant
Job Title:	School Administration Assistant
Reports to:	School Administration Lead
Grade	LC2
Date of compilation:	May 2023

ROLE SUMMARY:

Leeds Sixth Form is looking for an enthusiastic School Administration Assistant to provide student-facing support within a busy educational campus. You must be able to deliver outstanding customer service and have experience of working in a fast-paced administrative environment.

SPECIFIC ROLE RESPONSIBILITIES:

1. To provide curriculum administration and student records data to an identified school / academic directorate.
2. To maintain student records data for the School including registers, ULNs, destinations/job outcomes, change requests and other reporting requests.
3. To provide all aspects of curriculum administration such as production of letters, stock control, dealing face to face or other communicated queries including those for the CIPs.
4. To support the absence monitoring, recording and chasing of relevant students
5. To support student enrolments within the School and work with the central MIS/Marketing teams throughout main enrolment.
6. To support relevant elements of the admissions process as identified including interviews, offers and taster days.
7. To support the on-going (keep warm) communication to applicants and to support the production of promotional content about the school.
8. To support the processing of DSATs, other data queries and regular data accuracy checks on a timely basis and corrections are compliant with funding rules.
9. Ensure filing (electronic and paper) is accurate and easily accessible.
10. Provide cover and support to colleagues across the Schools as required, catering for fluctuating workloads and absences.

11. To support the School with Curriculum Planning, timetabling, rooming, staff/room utilisation, course profiling/approvals and course file.
12. To carry out regular accuracy checks of all data within the School as directed by the School Administration Leader and maintain data standards including adherence to the Data Protection Act.
13. 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.
14. To assist in 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)
15. To support the School to ensure examinations and registrations with awarding bodies are accurately submitted via the central examinations teams and to invigilate exams within the College when required
16. To liaise with the events facilitator to support College events including parents evenings, open evening, and awards event
17. To ensure the timely and accurate recording of EHCP's and correspondence from the Local Authority onto college systems, whilst liaising with the Local Authority regarding funding information and recording this onto spreadsheets. To ensure accurate recording of SMART targets onto Pro-Monitor.
18. To ensure the timely and accurate recording of support items on Pro- Solution .Uploading support summaries to Pro-Monitor and updating the EHCP spreadsheet..
19. To investigate and record various systems alerts received by School Admin regarding potential EHCP students and feeder schools, ensuring the data is amended accordingly.
20. To assist the High Needs Co-Ordinators in organising and recording of all EHCP reviews in a timely manner. Producing meeting invite letters and sending e-mails as required with the relevant documentation.

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

Ownership & performance

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

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

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	School Administration Assistant
Department	Leeds Sixth Form

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 Level 2 or above	A
E	Q2. Relevant Customer Service qualification or training	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Good knowledge of Microsoft office/google applications	A / I / T
E	EK2. Good knowledge of Pro solutions or other student records system	A / I
E	EK3. Experience of administrative and/or student records work in an education setting	A / I
E	EK4. Knowledge of data protection and confidentiality requirements	A / I

E	EK5. Experience of the college enrolment processes including cash/card handling	A / I
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Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to work flexibly across a number of tasks	A / I
E	SC2. Good communication skills	A / I
E	SC3. Good customer service focus	A / I
E	SC4. Excellent IT Skills	A / I
E	SC5. Good attention to detail and accuracy	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