

<b>Organisation:</b>	Luminate
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	[Capital Projects ]
<b>Core Job Role:</b>	Administrative Assistant
<b>Job Title:</b>	Administrative Assistant
<b>Reports to:</b>	Office Manager
<b>Grade</b>	LC3
<b>Date of compilation:</b>	July 2023

### ROLE SUMMARY:

Provide an efficient and professional service, dealing with a range of inquiries and ensuring excellent customer service is always provided.

### SPECIFIC ROLE RESPONSIBILITIES:

1. [Attend team and departmental briefings and meetings
2. Engage in departmental development activities where these are arranged.
3. Be an active member of the department and contribute to drawing up of departmental business plans, objectives, service level agreements and process review activities.]

### CORE RESPONSIBILITIES:

4. Provide comprehensive administrative support to the Commercial Team
5. Provide a first point of contact and deal with routine enquiries from a variety of sources including internal customers, contractors, consultants and suppliers.
6. To work in close partnership with all members of the Capital Projects team to identify key areas of financial transaction.
7. Develop and maintain the department filing and document storage and retrieval system including handling confidential documents.
8. Carry out routine office tasks such as word-processing, filing, photocopying, diary management.
9. Prepare reports and spreadsheets under the guidance of the Commercial Manager
10. Raise requisitions, administer invoices, and raise re-charges as directed by the Commercial Manager. ]

## **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 Luminare 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>	Administrative Assistant
<b>Department</b>	Capital Projects

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 &amp; Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1 Literacy and Numeracy at minimum Level 2	A / C
<b>Experience &amp; Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Good knowledge of Microsoft Office and / or Google Applications	A
D	EK2. Experience of working in a similar environment and in a similar role.	A / I
E	EK3. Experience of administrative / clerical work	A / I
D	EK4. Experience of working with Unit 4 ERP when managing finances/.	A / I

<b>Skills &amp; Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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 &amp; 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	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