

Organisation:	Leeds City College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	Student Financial Support Assistant
Job Title:	Student Financial Support Assistant
Reports to:	Business Support Team Leader
Grade	LC3
Date of compilation:	May 2023

ROLE SUMMARY:

To support the day to day administrative service for student financial support funds in Adult, Community and ESOL, providing excellent customer service and to ensure effective and efficient use of funds.

To ensure that applications are compliant with policy and procedures and tracked to enable accurate monitoring of expenditure

SPECIFIC ROLE RESPONSIBILITIES:

1. Provide a day to day administrative service for the school business support team ensuring appropriate take up of learner support funds
2. Oversee the distribution of travel passes, meal cards to students through curriculum administration teams.
3. Ensure efficient use of systems and auditable record keeping, including filing and document storage and retrieval systems.
4. Ensure that applications are compliant with policy and procedures and tracked to enable accurate monitoring of expenditure

CORE RESPONSIBILITIES:

5. Oversees the distribution of travel passes, meal cards to students.
6. Have regard to data processing, data protection, information security and confidentiality and be vigilant to the potential for fraud.
7. Deliver solution-focussed high quality customer services for students and staff.
8. Liaise with the college's central team on behalf of the school to ensure students needs are met.

9. Ensure competent and timely completion of administrative and organisational tasks, meeting agreed targets and published deadlines.
10. Produce information for the school on the distribution and effectiveness of funds including collating and monitoring projected and actual expenditure of all student funding and ensuring that data and information is current and accurate.
11. Undertaking relevant training from the learner support fund for accurate and up to date training.
12. Work flexibly within the School Business Support team as required.

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.

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

Job Title:	Student Financial Support Assistant
Department	School of Adults, Community and ESOL

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.Good standard of general education preferably at level 3	A
E	Q2. English and Maths GCSE (or equivalent) at grade C / 4 or above	A
D	Q3. An IT qualification (Level 2 or above), or willingness to work towards	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of administration of complex processes of financial support within a large organisation	A / I
E	EK2. Experience of operating financial and / or education MIS systems and competent in Excel	A / I

D	EK3. Knowledge of issues which can be barriers to learning or progression and experience of motivating students to overcome these.	I
E	EK4. Good team work, interpersonal and communication skills and an ability to engage with a range of staff and students at all levels.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Strong IT and numeracy skills, accurate recording and ability to work with data.	A / I
E	SC2. Good written and spoken English.	A / I
E	SC3. Able to respond sensitively and with empathy to people from different backgrounds.	I
E	SC4. Ability to work independently, problem solve and plan ahead.	I
E	SC5. Competent user of Google, MS office applications, particularly Excel with keyboard / data input skills.	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