

Lutterworth College  
Bitteswell Road  
Lutterworth  
Leicestershire  
LE17 4EW



## ADMINISTRATION ASSISTANT

Permanent position to start as soon as possible

9:00am – 4:30pm Monday to Friday term time only, plus a balance of 70 hours to attend training days and other events that may take place outside normal working hours and for holiday preparatory work.

Grade 6 (Pt 9-10): £16,281 - £16,606 per annum (actual salary)

***“Pupils are friendly and outgoing. They are curious and have excellent study habits”***  
(Lutterworth College Ofsted, November 2017)

We are seeking to appoint a front of house role that will be the first point of contact for students and staff. This will be based in our student reception, and you will also be responsible for answering internal and external telephone calls, so should have a friendly, approachable and professional manner.

### ***We would like from you:***

Excellent communication and interpersonal skills.  
Previous experience in a similar role.  
Proven ability to multi-task, manage consecutive and often competing deadlines, and address changing priorities in an effective and timely manner.  
The ability to be organised, efficient and self-motivated with a pro-active approach.  
To have high levels of tenacity, resilience and flexibility skills to bring out the best in the whole school community.

### ***We can offer you:***

A strong commitment to your training and development.  
Fantastic students who are a pleasure to work with.  
Excellent facilities & resources.  
The opportunity to make a real difference to students' lives.

For further information and details of how to apply please refer to the **Recruitment Booklet** by visiting the vacancies page of our website [www.lutterworthcollege.com](http://www.lutterworthcollege.com) and return completed application forms to:  
Diane Orton E-Mail: [d.orton@lutterworthcollege.com](mailto:d.orton@lutterworthcollege.com)

**Closing date: Friday 8<sup>th</sup> October 2021 (9am)**  
**Interview Date: w/c Monday 11<sup>th</sup> October 2021**

*Lutterworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references, evidence of your right to work in the UK and a satisfactory Health Check*

## Job Description

<b>Post Title:</b>	Administration Assistant
<b>Purpose of Post:</b>	To provide clerical and administration support to the school to ensure an efficient and effective service
<b>Reporting To:</b>	Student Services & Data Manager
<b>Salary / Grade:</b>	6 (Points 9 to 10)
<b>Hours:</b>	1400 hours per annum. 35 hours per week during term time (9:00am – 4:30pm Monday to Friday), plus an additional 70 hours to be worked during busy periods, to attend mandatory training days and other school events that may take place outside normal working hours. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs.

### Main (Core) Duties

To provide administrative support for Lutterworth College including, but not limited to:

- Maintaining/updating student data/records as applicable onto SIMs and/or Go 4 Schools.
- School to parent/student communications via SIMS InTouch.
- Sending student reports.
- Processing and updating student admission paperwork.
- Attendance administration, including processing truancy call daily, updating student attendance, exam coding, chasing outstanding registers.
- Main school telephone lines.
- Reception duties when applicable.
- To provide administration support to all Faculties.
- Filing student documents either in physical form or on SIMS and/or Go 4 Schools.
- To work with the Line Manager to establish the ongoing requirements and review the services offered.
- To assist and support the workload to allow a reasonable response time to deliver the requests.
- Assist with the planning and delivery of Lutterworth College events as required.
- Any other general administrative duties.
- Parent Evening administration including processing invites to parents and assisting with parent bookings where applicable.
- Student Leaver Process.
- To support Co-Curricular program with classroom alerts or first aid requests, and outside calls after school until 4:30pm.
- To assist and support staff colleagues during periods of absence or as required.

<b>Additional duties to include:</b>
<ul style="list-style-type: none"><li>• As part of a team of support staff, provide assistance with the invigilation of examinations if required.</li><li>• As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.</li><li>• To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in school policies and procedures including Health &amp; Safety.</li><li>• As a member of staff in an organisation that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.</li><li>• May be required to accompany and supervise students on educational visits.</li><li>• May be required to be an appointed person for first aid.</li><li>• As a member of staff in an educational setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra curricular activities.</li><li>• To carry out such other duties which may be required from time to time within the grading of the post.</li><li>• To work across Lutterworth College where appropriate – this may mean working in more than one school.</li></ul>