

|  |
| --- |
| **Learning Technology Administrator (6 months Fixed Term Contract)** |

|  |  |
| --- | --- |
| **Reporting to:** | Director of Teaching, Learning and Quality |
| **Working Hours:** | 18.75 hours a week  3.75 hours per day Monday - Friday  Six-month contract from January to July 2019 |
| **Salary:** | £16,453 to £19,883 per annum (pro rata) |
| **Position Code:** | PC S2 |
| **Annual Leave:** | 13 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

The post holder will be responsible for providing comprehensive teaching & learning administrative support, particularly with learning technology systems. This will involve working proactively and in an organised manner undertaking a wide range of administrative and staff support duties.

1. **Main duties**

|  |
| --- |
| 1. To be the first line of support for staff needing to use learning technology systems, providing a professional and prompt response to staff enquiries both in person and by telephone |
| 1. To administrate digital enrolments and help staff to setup systems for their students |
| 1. To administrate digital assessments and help staff manage their student’s learning data |
| 1. To administrate the hiring of equipment from the teaching & learning office |
| 1. To provide basic system training for new members of staff |
| 1. To maintain central files and records as appropriate to support teaching & learning functions and learning technology projects |
| 1. To provide administrative support to other parts of the college as necessary at certain times |
| 1. To support and help with the organisation of college events, taster days, student interview, enrolment and induction events |

1. **Continuous Professional Development**

|  |
| --- |
| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression. |

**3. Further duties**

|  |
| --- |
| 1. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT. |
| 1. To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

|  |
| --- |
| **Essential criteria for the post** |
| Level 3 in Business Administration or A level equivalent |
| GCSE English & Maths at grade C minimum |
| Excellent IT skills including a familiarity with MS Office |
| Previous experience of working in administration or support |
| Excellent oral and written communication skills, with the ability to communicate with a wide range of people |
| Excellent organisational skills |
| Able to work independently or as part of a team |
| Experience of organising own workload and prioritising tasks accordingly |
| A self-motivated, positive and pro-active attitude |
| **Desirable Criteria** |
| Educated to degree level |
| Knowledge of learning technology systems, including Promonitor, Learning Assistant and Moodle |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

The contract is for 3.75 hours per day. These hours are to be worked at a regular time each day to suit the successful candidate, although some flexibility is required as there may be occasions when you are asked to work at specific times in order to meet the needs of the business.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.