

Job Description

Job Title: Learning Management System Coordinator
Reports to: Lead Personal Adviser
Salary: £10,438.62 Term Time only (FTE £27,000)
Location: Wakefield

Purpose

Support the operations and running of the Wakefield e prospectus.

Main Duties and Responsibilities

1. Promote the Wakefield e prospectus to schools colleges and training providers (Wakefield District Council have commissioned an e prospectus which allows all year 11 pupils attending schools in Wakefield to apply on - line for post -16 education and training)
2. Liaise with schools colleges and opportunity providers to collect information on course details to be held within the e prospectus.
3. Assist schools colleges and training providers in joining the system and uploading courses and student data.
4. Put in place online and telephone support for Teaching Staff leading on the e prospectus implementation in their institutions.
5. Establish and maintain effective working relationships with partner schools and providers order to exchange information and observe agreed protocols around information sharing.
6. Act as first line of contact to deal with queries and operating issues related to the application of the e prospectus
7. Liaise with the software provider to resolve technical difficulties on behalf of schools and opportunity providers.
8. Make use of ICT in undertaking the duties of the role and as required in the course of his/her employment.
9. Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices
10. Work together with partner organisations to provide innovative and alternative ways of providing services including e services and digital, social media access for young people.

11. Supporting the administration of the local Connexions website

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12. Ensure adherence to the company's equalities and diversity policy.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.

9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p>Person Specification</p> <p>Job Title: Learning Management System Coordinator (E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • A qualification relating to work with young people or within an education setting (D)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working as an Administrator or in a coordination role (E) • Experience of working with client databases (E) • Knowledge of post 16 education and training opportunities including career development (E) • Experience of working in sales/marketing (D)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Excellent IT skills including Excel skills (E) • Able to communicate effectively both over the phone and in writing (E) • A flexible approach and ability to cope with the varying demands of the role. (E) • Excellent organisational skills (E) • Commitment to continuous professional development (E) • Able to meet deadlines (E)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • Able to establish effective interpersonal relationships with a range of people e.g. professionals, parents and young people(E) • Evidence of initiative, willingness to innovate in own practice and to share best practice with others (E)
<p>Safeguarding</p> <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • This post requires a Disclosure and Barring Service Check at an Enhanced level (E)
<p>Other</p> <ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)