Job Description

Job title:	Remote Learning Team Administrator
Department / Location:	Remote Learning/Feltham Vector Park
Reporting to:	Remote Learning Co-ordinator
Hours:	15 hours per week (5 hours per day, Monday, Tuesday and Friday ideally 9:30-2:30)

Job purpose

To provide support to and assist the Remote Learning Co-ordinator in the implementation of remote classes, assessments and exams for AE Online including timely data input and monitoring.

Dimensions

To support the Remote Learning Team and work closely with the Tuition Administration Team to ensure that all remote courses run smoothly, including parental communications.

Main responsibilities

- Work collaboratively with the Remote Learning Team to:
  - Inputting examinations, assessments, class tests and other relevant information onto the online portal
  - Verifying and checking the functionality and accuracy of the examinations, assessments and class tests to be inputted
  - Monitoring the timetable for inputting examinations, assessments, class tests materials to ensure deadlines are planned and met
  - Communicating with and updating team members regularly on progress
  - Attend Remote Learning team meetings and take minutes
  - Consult on the agenda of the team meetings, take the minutes and circulate in a timely manner
  - Consult and liaise with the tuition centres on the workings of the examination portal, training staff where necessary.
  - Processing the results from the mock examinations
  - Upload weekly videos to the parent portal in a timely manner
- Work collaboratively with the Book Resources Team to review the examination material to ensure it is correct before inputting on the portal
- Monitor emails or Remote Book enquiries, liaising with the Book resources Team as necessary
- Attend any necessary training relevant to the role
- Work collaboratively with the Senior Graphic Designer and Remote Learning team Co-ordinator to ensure filming content and videos are uploaded to the online portal in a timely manner
- Responsible for all parental remote learning communications, including the full details and Zoom login information for:
  - Baseline Assessments
  - Mock Exams
  - Remote interim English exam
  - Free remote educational assessments
  - Ad hoc communications required by the Remote Learning Co-ordinator

- o Generate passwords for assessments, mock exams and summer courses for all Remote Year groups
- Responsible for the rebooking of any missed baseline assessments and for ensuring class Zoom IDs and links are created and set up on FileMaker for all main course and all summer courses
- First line response for remote learning parental queries by telephone or by email
- Provide first class administrative support to the Remote Learning Co-ordinator
- Provide cover for the Remote Learning co-ordinator during tuition centre shut down periods
- Any other reasonable duties requested from the Remote Learning Team Co-ordinator

Skills/Competencies

- Proactive, organised and disciplined when completing tasks
- Good verbal and written communication skills
- Good time and content management skills
- Self-starter and able to use initiative to organise their own workload with minimal supervision
- Good interpersonal skills with the ability to develop good relationships with tuition centre staff, tuition administration staff and managers within the business
- Computer literate with a thorough working knowledge of Office 365
- Knowledge of an online booking system advantageous
- Experience with online data entry fields and interactive content tools
- Experience of taking and producing minutes from team meetings
- Ability to work under pressure and in a fast-paced environment to help deliver the Remote Learning Team objectives in a timely manner
- Excellent analytical and problem-solving skills