

Person Specification

Learning Platform Coordinator and Administrator



Person Skills and Attributes	Essential (✓)	Desirable (✓)
Excellent communication skills	✓	
Excellent organisational skills and ability to prioritise tasks	✓	
Ability to work independently and be part of a team	✓	
Ability to grasp issues quickly and make appropriate recommendations and decisions	✓	
Solutions focused and able to solve problems	✓	
Ability to troubleshoot and resolve technical issues	✓	
Excellent customer service skills and responsive attitude	✓	
Enthusiastic and willingness to learn	✓	
Clear attention to detail and ability to quality check work	✓	
An ability to remain calm under pressure	✓	
Knowledge and Experience		
Previous work experience with regards to a learning platform		✓
Experience of working in an administration role	✓	
Strong IT skills, particularly Outlook, M365, Excel and Word	✓	
Previous experience of using social media platforms		✓
Education / Training		
Maths GCSE grade C or above or equivalent experience	✓	
Other relevant factors		
Commitment to develop and implement equal opportunities policy and anti-discriminatory practices in employment and service delivery	✓	

Person Specification



digital, smart, ethical

Learning Platform Coordinator and Administrator

Ability to work within Corporate Policy, Procedures and Health & Safety legislation	✓	
Commitment to the Company's safeguarding protocols	✓	
Eligible to Work in UK status	✓	