



# Administrator for the Online Learning System

**Grade 5 (Points 22-25) – £19,837-£21,591**

**Term time plus up to 10 days during summer breaks**

**08.30-16.30 (35 hours a week)**

**It may be necessary to vary this pattern on certain occasions during the year. There will be a requirement for additional hours to be worked during the summer exams season (Duration: 6 weeks). Additional hours will be payable on an overtime basis.**

Can you provide technical, creative and organisational assistance to staff and students? The Governors at the Cardinal Wiseman School are seeking an Administrator for the Online Learning System ('Frog'). You will be able to have a direct positive impact on students' education through the work that you do on 'Frog'. You will have variety on a daily basis as you liaise with different stakeholders – students, teachers and support staff. You will not be tied to your desk as you will be pro-active in supporting others and you can self-manage many parts of this role. This post commences as soon as possible and offers an exciting opportunity for a hard-working and ambitious individual.

The successful candidate will manage all aspects of 'Frog' to support learning at the school and also support the Senior Leadership Curriculum Team with administration tasks.

## **We offer:**

- outstanding results, at both GCSE and A level, from our well-motivated students
- a school which is in the top 2% nationally for value added from Years 7-11
- an IT rich environment
- high quality facilities in our newly built school
- an inner London location (with London Weighting salary benefits and great transport links)
- access to our fitness suite

The Cardinal Wiseman Catholic School is an ambitious and caring community, committed to fulfilling the gifts of each student, reflected in the School's mission statement "Education for All = Achievement for All".

The Online Learning System Administrator will work as part of a team in securing outstanding teaching, learning and curriculum provision. The successful candidate will join the school at the end of a three year BSF refurbishment which has provided us with a world class learning environment for both staff and students.

For further details about the school and how to apply please go to our website: [www.wiseman.ealing.sch.uk](http://www.wiseman.ealing.sch.uk). The closing date for applications is **21<sup>st</sup> December 2016** at 9am. Interviews will take place on 6<sup>th</sup> January 2016. The job will commence as soon as possible.

Informal visits are welcomed; please contact Mrs Christine Plant by email at [recruitment@wiseman.ealing.sch.uk](mailto:recruitment@wiseman.ealing.sch.uk) or telephone 020 8575 8222

The Cardinal Wiseman Catholic School is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share in this commitment. Any successful candidate will be required to undertake an Enhanced Disclosure by the DBS

The Cardinal Wiseman Catholic School

Greenford Road

Greenford

Middx UB6 9AW



A Roman Catholic, voluntary aided 11-19 school with 1900 students, including 400 in the sixth form

Headteacher: Mr Michael Kiely

