



JOB DESCRIPTION: Digital Content Administrator

The Digital Content Administrator will work closely with the Administrative Manager

RESPONSIBILITIES

- Responsible for updating the digital content on the school's website and internal databases
- Maintenance and updating of the school's MIS system and parental portal
- To train staff and provide information to assist them with using the school's MIS
- To assist with Content Management and Graphic Design
- Digital Marketing – responsible for uploading content on the school's social media pages and working with the Alumni board to help with their digital presence
- Undertake available training opportunities and demonstrate a commitment to continuous development
- Keep abreast of new developments in your field
- To assist with the school's GDPR –internal audit of data documents
- Demonstrate a willingness to work flexibly, sometimes outside of normal core hours, in response to service demands as agreed with the School Leadership Team
- To assist the IT department with additional tasks as and when required
- Perform such other tasks as may reasonably be required by the Admin Manager and Head Teacher
- Updating and maintaining the school's digital learning platforms. This includes setting it up from the backend, sorting children and staff to their classes etc.
- Responsible for renewal of the digital platforms. This includes raising requisitions before it's expiry to be submitted to procurements.
- Technical support to Student, Teachers, parents through in-person, email and phone calls on the helpdesk line.

