

## Web Administrator

<b>Department</b>	CYPES – Education
<b>Section</b>	School Improvement & Advisory Service
<b>Reports to</b>	Office Manager, SIAS
<b>JE Ref</b>	CYP1030
<b>Grade</b> 7	<b>JE Date:</b> 10/6/2021

### Job purpose

The Web Administrator will be responsible for editing the overall content on the Learning at Home website and the Curriculum and Resources SharePoint. They will develop effective relationships with key stakeholders to facilitate and enable the promotion of content.

The web administrator will work alongside and support the Senior Adviser responsible for Learning At Home and the Curriculum and Resources SharePoint.

They will ensure that content is correct, meets governance requirements, is relevant, continually updated, categorised correctly and that it follows set style guidelines.

They will form positive relationships with the Learning At Home Committee and other relevant stakeholders in order to maintain the sites and to gather, organise and promote relevant content.

They will work in line with the vision and principles for developing the Learning At Home website.

### Job specific outcomes

The web administrator will need to:

- ensure that processes and procedures for use of both CMS are followed and maintained
- create and maintain a network of recognised content providers
- monitor the internet and social media for items of parental interest in order to contribute towards content meetings with the Senior Adviser
- ensure that own content skills are updated regularly by attending training or online workshops
- create and sustain excellent working relationships with approved providers, contributors and promoters
- give regular updates to the Senior Adviser relating to analytical information and performance of the site

- support the Senior Adviser with searches and resizing of appropriate images
- liaise effectively with the compliance officer to complete governance checks on website links
- update and review the Communication Calendar on a monthly basis
- To agree to undertake within reason additional responsibilities within the scope of the role as directed by the Office Manager, School Improvement and Advisory Service.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

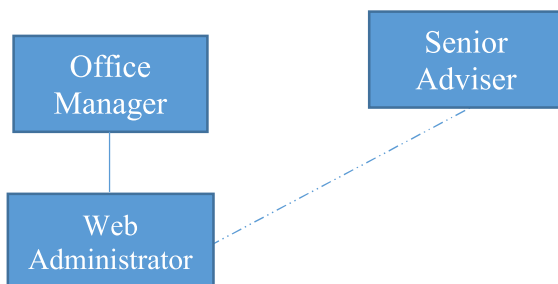
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Organisational structure

#### One Government Departments



### Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>have excellent working knowledge of MS Office applications and competence with general IT skills in both Windows and iOS platforms and across a range of devices</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>		
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>have excellent written language skills and show attention to detail ensuring accurate recording and presentation of information</p> <p>have the ability to communicate effectively at all levels, both orally and in writing</p> <p>have the ability to work within a team and willingness to lead activities as required</p> <p>will be willing to undertake further training</p>	<p>be familiar with the activities and structure of the Government of Jersey and with the functions or departments for which services are provided</p> <p>be familiar with the education system in Jersey</p>

### Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.