



**Role Title:** E-Learning Specialist  
**Terms and Rate:** TBC  
**Type of Employment:** Independent Contractor

**Application Deadline: Wednesday 10<sup>th</sup> May 2023**

### **Main purpose of the role**

Maintain and ensure effective administration of our Totara LMS, Virtual Learning Environment (VLE) including posting new content, ensuring accurate audience assignments and assessment scoring, documenting processes and developing reports as required by senior staff. Advise and administer systems developments as necessary and promote efficient and effective use of Totara amongst the wider education team.

### **Key areas of responsibility**

1. Maintaining the Group's VLE (called "HOME") servicing its functionality as a high-quality, responsive and contemporary LMS to include troubleshooting and answering team questions.
2. Creating, revising and modifying learning activities within the Totara LMS platform.
3. Auditing relevant systems data to ensure accuracy of records and reporting.
4. Developing and documenting processes as needed to establish consistent use of Totara LMS platform including relevant document templates, reports, dashboards, and rule-based workflows.
5. Establishing and assigning user roles and access (including activity and training records, user permissions, and groups as required).
6. Administering the processes and reporting for accurate course enrolment.
7. Uploading, publishing and testing e-learning modules and other changes made to/within the Totara LMS platform ensuring proper functionality from allocations/ on-going study activity and assessment/ certification and reporting processes.
8. Assisting with the installation of system updates and upgrades within the Totara LMS platform.
9. Engaging with wider team members and centre contacts for support as required to ensure internal or external business demands are met.

This list is not exhaustive and is a guideline of the typical tasks that the e-learning specialist is expected to undertake as a valued member of the team.

This role would suit an experienced Totara specialist with qualifications to indicate a professional level of communication and written skill; experience of working with wider databases/ applications would be beneficial.

### **Other Duties**

Comply with all Montessori Group policies and guidelines (i.e. H&S, Data Protection, E&D etc.). To ensure continuing professional development and to participate in training where appropriate, keeping up to date with your own subject(s) as well as national and local developments in adult learning.

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## **Guidance for Applicants**

Thank you for your interest in working with Montessori Group.

We operate an electronic recruitment process. To apply, please send an expression of interest; your CV and a cover letter detailing how you feel you are suited to the position to [recruitment@montessori.org.uk](mailto:recruitment@montessori.org.uk)

For an informal discussion about this role, please also contact [recruitment@montessori.org.uk](mailto:recruitment@montessori.org.uk)

If you require documentation or application processes via an alternative format, please do let us know.

## **Equality and Diversity - Our commitment**

We value and support the contribution of our staff and seek to ensure that all applicants and our staff are supported and enabled and do not face unnecessary barriers to their successful employment. We have set out our commitments in our staff policies including our Equality and Diversity Policy (available to applicants on request).

## **Interviews**

Applicants will be notified by email of our shortlisting processes and interview arrangements as soon as possible after the closing date.

## **Conditions of appointment**

All appointments are subject to the receipt of satisfactory references; proof of identity and right to work within the UK; proof of earnings/qualifications (as necessary) and a period of probation.

