

Role: Network & Centres Administrator
 Hours: 25-35 per week
 Responsible to: Head of Education

Main purpose of the job			
To oversee the administration and coordination of communications and support for centres, practitioners and wider stakeholders upholding centre and course support mechanisms within our academic and professional communities. This role is expected to work in a flexible, proactive manner and support daily operations across our educational activities; quality review mechanisms to satisfy regulation and accreditation expectations.			
Key areas of responsibility			
<ol style="list-style-type: none"> 1. Maintain professional contacts and organisational oversight for delivery centre compliance across MCI qualifications and training provision 2. Answer queries relating to courses and training from centres; providing support to guide students, tutors and mentors 3. Provide ongoing support to students and / or centres as directed by senior management to assist in the facilitation of a high quality, consistent student experience across all MCI courses and qualifications 4. Engage in review and annual monitoring procedures including the analysis of data from centres and evaluations 5. Maintain national and international database of Montessori Network members 6. Maintain accreditation, endorsement and approval database of STAR providers 7. Facilitate regular communications strategies across social media platforms supporting community engagement as directed by organisational activity 8. Support IT and web-based activity to include webinar administration; film and audio recording processes to enhance community activity 9. Maintain recruitment oversight and records of centre, quality assurance and training contacts including CVs, DBS checks/ compliance checks (as appropriate), records of CPD where necessary 10. Support student assessment processes and arrangements to ensure regulatory compliance and external centre protocols as appropriate. 			
Other Duties			
Comply with all Montessori Group policies and guidelines (i.e. H&S, Data Protection, E&D etc.).			
	Essential	Highly Desirable	How Assessed
Qualifications			
<ul style="list-style-type: none"> • Minimum level 4 or equivalent educational qualifications and evidence of training / education sector experience 	✓		CV/ Certificates
Knowledge and Experience			
<ul style="list-style-type: none"> • Demonstrable experience of providing support in order to maintain excellence in promotion/ reputation/ customer service 		✓	CV/ interview

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VAT Number: 726245929
 Registered Company Number: 06429337



<ul style="list-style-type: none"> • An understanding of contemporary methods of social media and communications channels • Demonstrable experience of building member/ audience engagement through communications planning • An understanding of administrative systems and protocols to enable effective and efficient file sharing and storage (including a variety of web resources and communications assets) 	✓		CV/ interview Interview/ References
	✓		
Skills and Abilities			
<ul style="list-style-type: none"> • Ability to work both as part of a team but also to manage own workload and meet deadlines • Excellent organisational and administrative skills • Excellent communication (verbal and written), interpersonal and presentation skills suitable for liaison with a variety of stakeholders globally • High level of accuracy in all work with excellent attention to detail and excellent written English • Good IT skills, including Microsoft Office packages: Word, PowerPoint, Excel, Outlook and databases 	✓		Interview
	✓		CV
	✓		Interview
	✓		References
	✓		References
Attitudes and Values			
<ul style="list-style-type: none"> • Flexibility and availability • Collegiate team player • Confidence in dealing with external stakeholders • Discreet with understanding of maintaining confidentiality • Able to work in accordance with relevant policies and procedures 	✓		All: Interview and references
	✓		
	✓		
	✓		
	✓		

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