

Trainee Consultant

Job Description

Job title:	Trainee Consultant
Reporting to:	Training Consultant Team Leader
Location:	Glastonbury

Terms:	
Working hours:	Mon – Fri, 08:45 – 17:15
Annual leave:	25 days per year (pro rata) plus 8 UK bank holidays
Car allowance:	Car Allowance
Overtime:	No
Benefits available:	Pension / Health Care / Bonus

The company:	<p>WCBS is a leading supplier of information management systems, providing independent and international schools with the first true cloud platform and a portfolio of solutions across Admissions, Finance, Academic and Alumni.</p> <p>Data can be accessed, managed and shared easily and securely throughout the school, promoting efficient practices in all departments. This frees up valuable teaching and administrative time, to concentrate on developing strategies for success and delivering outstanding education.</p>
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Job role:	<p>Objectives of the role:</p> <p>To contribute to the achievements of the company's revenue and customer service via involvement in the training of WCBS systems operators, as part of the consultancy team covering UK and overseas schools.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> • Delivering of training to users on or off-site at WCBS school or at regional locations including overseas travel. • Development and monitoring of implementation plans, working with the customer and the WCBS implementation team. • Trouble-shooting – using own skill set as required developing knowledge of the WCBS software. • PR visits to existing customers. • Possible demonstrations of software to existing and prospective customers. • Create/Deliver training workshops and seminars. • Consultancy on system use (best practises) and refresher training. • ODBC and report-writing projects. • Maintaining customer and personal records using central systems. <p>The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the company.</p>
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Key requirements:	<ul style="list-style-type: none"> • Good personal organisation and time management skills. • Willingness to travel extensively within UK and overseas with overnight stays. • Ability to work on own initiative with minimal direct management. • Team player who can work closely and interact with other members of the WCBS support and implementations teams. • Ability to understand requirements of a close-knit specialist/niche market and the need for a long-term relationship within such a market.
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Desirable requirements:

- A clean full UK driving licence.
- A good working knowledge of Microsoft Office products.
- Experience of creating and delivering presentations.

Additional duties:

- Any other reasonable task/duty deemed necessary.