

**The Directors are looking to recruit to the post of
TRAINING & DEVELOPMENT CO-ORDINATOR
NJC SCP 22-25 (Scale 5) £20,253 – £22,212
36.66 hours per week - Full Year
Commencing August 2015**

New Bridge School is an outstanding Special Academy part of the New Bridge Multi-Academy Trust. We provide for students aged between 11 and 19 years with Statements of Special Educational Needs. In September 2015 Hollinwood Academy will open to provide educational provision for children and young people aged 4-19 years with Autism. We also have a 19-25 years provision, New Bridge Horizons, which sits within the New Bridge Group

Due to our expansion, an exciting opportunity has arisen for an experienced co-ordinator to support the Training & Development team which will be moving into brand new purpose built training facilities in August.

The role will be to support the Director of Training & Development to co-ordinate the training and development across the organisation, liaise with trainers and course delegates and provide administrative/logistical support. It is an exciting opportunity as this team moves forward in supporting colleagues in their professional development.

As well as providing a history of higher level administrative support, candidates will need to show previous experience of autonomous working, data capture, manipulation and presentation skills. There will also be an expectation of presenting to small and larger audiences as part of the role and so candidates will need to show that experience.

For further information please contact Jennifer Richardson (Director of Training & Development) on 0161 883 2401.

The New Bridge Group is committed to safeguarding and promoting the welfare of children and applicants must have a commitment to safeguarding young people. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview.

Salary: NJC Scale 5. £20,253 - £22,212.

Hours of work: 36.66 hours per week. Monday to Friday. Full year.

Based: Roman Road Hollinwood

Closing Date: Friday 3rd July at mid-day

Shortlisting: Monday 6th July 2015

Interview: w/c 13th July 2015

Completed application forms to Tracy Lowe by email at: tlowe@newbridgeschool.net