



Job Description & Person Specification Training and Development Co-ordinator

Job Description

Job Title:	Training & Development Co-ordinator
Pay Grade / Scale / Range:	NJC SCP 22-25 (Scale 5) £20,253 – £22,212
Benefits & Perks:	Flexible Working
Working hours:	36 hours 40 minutes per week, Full Year. Ability to work the hours needed to meet all the demands of the job.
Location:	Initially based at the Roman Road although all staff are required to work at any site of the New Bridge Group
Special circumstances:	None
Staff responsible to:	Director of Training and Development
Staff responsible for:	None
Accountable to:	Executive Principal
Probationary period:	6 months

New Bridge Group

Job Purpose

Responsible to the Director of Training & Development, to ensure the smooth and effective running of the Training & Development service within the New Bridge Group and undertake the administrative and clerical support of this area.

Key Tasks

1. To ensure relevant induction & compulsory training is in place for new starters and existing members of staff.
2. To organise the half – termly training schedule and liaise with trainers to schedule the training, allocate rooms and notify staff.
3. To update staff training records with any training undertaken by staff and notify staff of training.
4. To be responsible for liaising with training delegates to register their course attendance, provide course information, organise the logistics in order to ensure attendance and smooth running of the training.
5. To establish, maintain and review office systems and procedures, both paper based and electronic, to ensure they continue to be effective, efficient and offer value for money.
6. To be responsible for the reception service within the Training & Development Centre, to ensure it is both customer focused and upholds the security required to protect pupils and members of staff.
7. To undertake organisation of training during the day &/or session including refreshments, room allocation and room/seating arrangement.
8. To undertake ordering of goods and services required for the Training & Development function, following the relevant financial policies.
9. To undertake research in response to Training & Development initiatives and provide them in a clear format for Director of Training & Development.
10. To collate, analyse and investigate data and information, and produce reports and other related documents, e.g. tables and charts, appropriate to the intended audience.

11. To have excellent interpersonal skills and be client focused.
12. To co-ordinate and manage all Training & Development correspondence
13. To oversee and/or undertake all necessary administrative tasks for Training & Development including minute taking.
14. To participate in the marketing and promotion of Training & Development within the community, e.g. to co-ordinate the production of the Training & Development prospectus, and support the organisation of training events within the school, e.g. training days.
15. To keep a track of staff training hours and report to Director of Training & Development.

Standard Duties

1. To work across the New Bridge Group if required.
2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and the ethos of the school.
4. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
5. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
7. To attend and participate in relevant meetings as appropriate.
8. To undertake any other additional duties commensurate with the grade of the post.

Contacts

Students, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school

Responsible to: Director of Training & Development

Responsible for: Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

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	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			



PERSON SPECIFICATION

PLEASE NOTE: Governors/Directors will use the criteria below (**those emboldened**) to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	GCSE Maths & English at grade C (or equivalent)	Higher level qualification in a relevant area such as business administration, marketing, financial administration, training & development	AF / I
Experience	<p>Experience of overseeing a range of administrative, clerical and customer services support</p> <p>Experience of managing logistics across a department</p> <p>Experience of using computer packages for word processing, spreadsheets, databases and researching information</p> <p>Experience of analysing data and producing reports in a format appropriate to the audience</p> <p>Experience of developing and evaluating systems and procedures to create more efficient and effective practices</p> <p>Experience of undertaking a wide range of office based administration and clerical tasks including financial tasks, such as monitoring budgets, accounting for expenditure and following financial procedures</p> <p>Experience of undertaking reception duties and providing high levels of customer care</p> <p>Experience of servicing meetings including preparation of agendas, preparing required papers and taking and writing up minutes</p>	<p>Experience of working in training & development.</p> <p>Experience of marketing and promotion internally & to other organisations</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

	Experience of team-working to work effectively with others and meet deadlines and goals		AF / I
Skills & Abilities	<p>Interpersonal skills to build and maintain effective working relationships with colleagues, partners and pupils</p> <p>Analytical skills to be resourceful and solve varied problems, through using own judgement to interpret information and situations</p> <p>Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone, exchanging varied information with a range of audiences</p> <p>Literacy skills including spelling, grammar and punctuation, to be able to compose letters and other documents</p> <p>Initiative to respond to unexpected problems using recognised procedures and policies as a guide</p> <p>Organisational skills to complete tasks to potentially conflicting deadlines, re-prioritising work-load as appropriate</p> <p>Ability to instruct others, delegate tasks and check the work of others for completion to deadlines and quality standards</p>	Ability to touch type	AF / I AF / I AF / I AF / I AF / I AF / I
Knowledge	Knowledge of potential hazards, writing risk assessments and health and safety issues within the training & development centre and school office environment, and how to mitigate those risks and hazards		AF / I AF / I

	<p>Knowledge of data protection and information security and an understanding of why it is important to keep information confidential and secure within the school environment</p> <p>Understanding of why safeguarding is important when working with children and young people</p> <p>Knowledge and understanding of equality and diversity issues within the school environment</p> <p>Understanding of the type of activities which take place within a school office /Training & Development Centre and an appreciation of the administration needed to give effective support for the Training & Development Department.</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Work circumstances	To work occasionally out of school hours		I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview