



Job Description & Person Specification

Training and Development Administrator

Job Description	
Job Title:	Training and Development Administrator
Pay Grade / Scale / Range:	NJC Scale 4 – SCP 7 - 11 £20,444 - £22,129 per annum FTE See advertisement for actual salary
Benefits & Perks:	TOIL scheme, occupational pension scheme, occupational sickness scheme, non-contributory health scheme
Working hours:	36 hours 40 minutes per week Based on Monday to Friday – 8am – 4pm Term time plus 10 days
Location:	You may be required to work at any site of the New Bridge MAT
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Training & Development Manager
Staff responsible for:	None
Accountable to:	Chief Executive Officer
Probationary period:	26 weeks for new staff to the organisation



Training and Development Administrator

Responsible to the Training & Development Manager and Executive Director - Learning and Development. The post holder will typically have specific responsibilities for the administration of the everyonelearning function within the New Bridge MAT and will undertake general clerical, administrative, financial and organisational support responsibilities as required and commensurate with the post

Reception and Customer Service

1. Welcome visitors to the organisation, ensuring health and safety and safeguarding procedures are followed, such as the signing in/out of a register, issuing badges/passes or escorting visitors as required.
2. Answering routine telephone and face-to-face enquiries, taking messages and forwarding them on to the relevant person as required.
3. Undertake front-of-house duties, ensuring meeting rooms are readily available and refreshments are provided for all meetings and training courses.
4. Undertake word processing including letters, reports, and work which utilises other ICT packages such as databases, spreadsheets, presentations.
5. Responsible for ensuring relevant platforms are kept up to date with all event/training information.
6. Responsible for ensuring clear and regular communications are made to schools within the MAT.
7. Provide and organise general clerical support as and when needed e.g. photocopying, filing, emailing, completing forms, dealing with mail and responding to correspondence.
8. Develop and maintain a good working relationship with all stakeholders.

Administration

1. Provide a dedicated administrative support such as word processing including letters, reports and schedules, and work which utilises other ICT packages.
2. Ensure that all relevant databases are kept up to date and ensure that all archived documents are correctly dated and labelled in line with GDPR provisions.
3. Support meetings as required by distributing agendas and taking minutes as required.
4. Collage necessary documentation in accordance with internal / external deadlines.
5. Provide dedicated administrative support for all everyonelearning training activities.



6. To make arrangements for colleagues attending conferences and events (travel / accommodation etc.) as required.
7. Be able to liaise with key staff on all matters relating to the work of the everyone learning function and keep them informed of developments.

Commented [LO1]: el@T/D function

KEY TASKS

1. To ensure relevant induction and compulsory training is in place for new starters and existing members of staff- i.e. sharing email/passwords/ inviting to relevant planned everyonelearning activity Team Teach/First Aid etc.
2. To ensure the MIS is updated staff records/ notifying staff of training
3. Organisation of training, supporting with the setup of rooms / refreshments / IT / seating / meet and greet of facilitators
4. To undertake ordering goods and services required for the everyonelearning function.
5. To communicate training/ professional development opportunities across the MAT
6. To undertake everyonelearning organisation correspondence including liaising with delegates to register their attendance and provide course information.
- ~~7.~~ To maintain and update the website and all related socials.
8. Prepare Collect feedback and evaluation from everyonelearning events.
9. To provide administrative support to the Executive Director and Training Manager.
10. To undertake word processing and other ICT related tasks including letters/reports/data entry/taking minutes.
11. To establish, maintain and review systems and procedures both paper based and electronically to ensure they continue to be effective, efficient and offer value for money.
- ~~12.~~ To manage all everyonelearning led Forums.
13. To support any identified everyonelearning project work as required.
14. Maintain staff records across everyonelearning related MIS systems i.e. IHasco/National College.
15. To support with internal/external transactions connected to training and development.
16. Raise purchase requisitions and purchase orders for all training & development internal and external expenditure.



17. Liaise with New Bridge finance team to raise sales invoices for external income and support monthly debt chasing of sales invoices.
18. Manage excel spreadsheets for internal journal recharges for internal training and liaise with New Bridge finance team to complete journal transactions.
19. Manage monthly charge card statements - ensuring purchase requisitions and purchase orders are raised on Xero, receipts are uploaded onto Xero and complete a monthly charge card expenditure template.
20. Liaise with external partners to arrange invoicing in relation to externally commissioned training e.g. Early Career Framework, Early Career Teachers (Great Heights Academy Trust), Appropriate Body Work/ NPQ Programmes/STSS activity (East Manchester Teaching School Hub).

Health & Safety

1. Responsible for the collation of all accident and incident reports ensuring that these are passed to the Health and Safety department in a timely manner during everyonelearning events.
2. Responsible for liaising with the Health and Safety department, Head of Site/Deputy Head of Site and caretakers in relation to any risks identified within the everyonelearning Team.

Standard Duties

1. Participate in the promotion and marketing of everyonelearning and Trust activity across the MAT as required.
2. Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and promote equal opportunities for all.
3. Uphold and promote the values and the ethos of the organisation.
4. Implement and uphold the policies, procedures and codes of practice of the organisation, including those relating to customer care, finance, data protection, ICT, health and safety, anti-bullying and safeguarding/child protection.
5. Take a pro-active approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to security e.g. challenging a stranger on the premises.
6. Participate in and engage with workplace learning and development opportunities subject to the organisation's training plan, working to continually improve own performance and that of the team/Group.
7. Attend and participate in relevant meetings as appropriate
8. Be responsible for own continuing professional development and undertake appropriate courses of training.



1. Maintain confidentiality of information acquired in the course of undertaking duties for the organisation.
2. Undertake any other additional duties commensurate with the grade of the post.

Contacts

Staff, outside agencies and visitors to the organisation

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this 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: Executive Director – L&D / Training & Development Manager

Responsible for: N/A

Special Conditions:

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

	DATE	NAME	POST TITLE
PREPARED	June 2022	Liz O'Shaughnessy	Executive Director – L&D
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	<p>NVQ Level 2 or Level 3 in Business Administration</p> <p>Literacy and Numeracy Skills to carry out the requirements of the post</p>	NVQ Level 2 or 3 in Business Administration	AF / I
Experience	<p>Experience of working within a learning and development environment.</p> <p>Experience of undertaking some financial processes</p> <p>Experience of using computer packages for word processing, spreadsheets, databases, emails and researching information</p> <p>Experience of undertaking a wide range of office based administration and clerical tasks, including financial procedures and responsibilities</p> <p>Experience of ensuring best-value when ordering goods (or the willingness to learn)</p> <p>Experience of taking minutes or the willingness to learn</p> <p>Experience of undertaking reception duties and providing high levels of customer care</p> <p>Experience of team-working to work effectively with others and meet deadlines and goals</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 following instructions, procedures and policies		
Skills & Abilities	Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone		AF / I
	Written communication skills to take accurate messages, passing them on to others and to take accurate minutes		AF / I
	Initiative to respond to unexpected problems using recognised procedures and policies as a guide		AF / I
	Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own workload if necessary		AF / I
Knowledge	Understanding of data protection and the need to keep information confidential		AF / I
	Understanding why safeguarding is important when working with children and young people		AF / I
Work circumstances	To work flexibly as the workload and needs of the students demand		I
	To travel and work at other sites within the New Bridge Group as may be required		I
	Occasional out of hours working to support school functions		I

Abbreviations: AF = Application Form; I = Interview.

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

