

Training and Events Lead/Organiser

Job Title - Training and Events Organiser

Responsible to - the CPD lead

Job Summary:

Undertake a diverse range of administrative and front-facing duties within Milestone Academy, with a primary focus on continued professional development and training events, to ensure well-presented and accurate correspondence, reports and other documentations as directed by the CPD lead.

Key Tasks:

- Learn and understand about the comprehensive CPD offering across Milestone and apply this knowledge to key administrative and front-facing tasks.
- Regularly maintain and keep training records complete and up-to-date (internal & external medical; non-medical; statutory; induction; safeguarding, etc)
- Actively following-up on incomplete records by signposting and providing up-to-date lists to Assistant Principals, for example, outstanding statutory/safeguarding records
- Development and regular maintenance of strategic overview documents, eg, first aiders by class and Phases; student medical needs by class and class team staff training (completed and needs); online learning courses streamlined by statutory/roles, etc
- Work with the PMLD lead to document an overview of school medical needs each year
- Work with the lead Team Teach trainer to document training and signpost future training needs
- Visit classes to discuss training needs alongside documenting incoming (electronic) training needs from class teams, identifying groups and trends for the CPD lead
- Regular review of class training needs and actively signposting areas of priority - eg, first aid, medical, minibuses, team teach, etc
- Liaise with providers as directed/supported by CPD lead to book courses and arrange training logistics (in collaboration with other administrative assistants)
- Set-up and send Google Meet training invitation links, eg, induction training programme, internal MLT training, etc alongside admitting external training providers to these
- Ensuring training attendance is accurately recorded through provision of training registers and subsequent collation and recording
- Working with the CPD lead on training days to meet, greet and ensure smooth running of INSET days
- Work with the CPD lead to support overall strategic objectives
- Other duties in relation to the job summary as directed by CPD lead

As an Academy we feel it is important to hire with the right attitude which is why we will be looking for someone that is enthusiastic, focused, reliable and resilient to the day-to-day pressures that a busy school brings.

Job Specification:

- Level 3 equivalent Reading, Writing and ICT

- Current DBS
- Excellent organisational and planning skills with outstanding attention to detail
- Demonstrate a high level of initiative
- Computer literacy
- Ability to work on own initiative
- Committed and enthusiastic
- Excellent attendance and time-keeping record
- Experience working within a school environment, (ideally PCSN)

The role is offered on a fixed term contract until August 2022, term time + 1 week inset, 30 hours per week (9.00-3.00 Monday to Friday) with the potential to make it permanent following successful review.

Interviews may be conducted on a rolling basis, therefore, early applications are strongly encouraged.

Based on the quality and quantity of applications received, Leigh Academies Trust reserves the right to close this vacancy sooner rather than the specified closing date. Applicants will be notified of this where possible. Therefore, early applications are encouraged.