



Cardinal Hume Catholic School

Job Description

Staff Training and Development Support Officer **Job Description and Person Specification**

Role Title:

Cardinal Hume Assistant Training Manager

Job Description

To support the day to day delivery of a comprehensive training and events calendar as directed by the Headteacher.

Responsibilities

Key duties:

1. Support the Computing hub and MFL hub leads at Cardinal Hume.
2. Manage diary bookings for the Computing and MFL hub.
3. Complete administration of all 'hub' courses (bookings, joining instructions, registers, updating attendance)
4. Liaise with facilitators
5. Support marketing of courses and monitor stock of marketing materials.
6. Manage bookings and equipment for the CHCS Digital hub
7. Market the CHCS Digital hub, liaise with clients
8. For all events both internal and external support the Training Manager with all aspects of hospitality and room bookings as required.
9. Oversee INSET requests
10. Provide clerical support for meetings

Work experience

Essential:

Experience of working in an educational setting.

Desirable:

Event organisation, marketing and delivery

Knowledge/Skills/Aptitudes

Excellent communications skills

Able to cope with multiple priorities

Problem solving/use of initiative

ICT skills

Able to organise, run and evaluate events and activities

Good written and verbal communication skills
Networking skills

Disposition

Good interpersonal skills
Logical analytical approach
Committed to the principles of equality and diversity
Able to set and work to tight deadlines and targets
Flexible approach to work
Able to use own initiative
Empathy with others
Patient and sympathetic
Able to work as part of a team

Circumstances

DBS clearance

General Requirements

1. Attending and participating in training and development courses as required.
2. Attending meetings, liaising and communicating with colleagues.
3. Being an effective role model for the standards of behaviour expected of pupils.
4. Having due regard to confidentiality, safeguarding child protection procedures, health and safety, comply with e-safety policy, other statutory requirements and the policies of the governing body and multi academy trust.

Professional Values and Practice

1. Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
2. Reflecting upon and seeking to improve personal practice.
3. Working within schools' policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
4. Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools' policies and procedures.
5. Building and maintaining successful relationships with pupils, parents/carers/ staff and external agencies.

The post holder must carry out his/her duties with full regard to the Academy's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

The post holder will be required to comply with all Academy policies, including the no smoking policy. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

28th May 2021



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

