

Training Co-ordinator – Job Description

CONTRACT TERM:	Maternity Cover – Duration to be confirmed, minimum 9 months FTC
SALARY:	NJC Pay scale point 4-9 £25,185.00 – £27,254.00
ACTUAL SALARY:	£22,217.94 – £24,043.19
CONTRACT TYPE:	37 hours per week, Term-time only plus 1 week directed holiday cover
RESPONSIBLE TO:	Head of Learning and Development

The William Henry Smith Foundation is committed to safeguarding and promoting the welfare of children and adults and expects all staff to share this commitment. Our recruitment process aims to create and maintain a safe workforce and contains robust vetting procedures. The successful applicant will be appointed subject to references and enhanced DBS check (this is a position working in regulated activity). The successful candidate will be subject to a rigorous safer recruitment process and must adhere to a strict code of conduct regarding behaviour at all times. Shortlisted candidates will be subject to online searches in accordance with KCSIE 2025.

Purpose of the Job:

To coordinate and administer training delivered both internally and externally across the William Henry Smith Foundation. The postholder will ensure a professional, effective and efficient training administration service, including accurate record-keeping and liaison with internal and external partners.

Key duties and responsibilities

1. Training Needs and Analysis and Planning

- Act as first point of contact for all internal and external training requests, ensuring they are logged, prioritised and responded to promptly.
- Work with the Head of Learning and Development and other leaders to identify training needs from QA data, audits, staff feedback and statutory requirements.
- Use this data to plan and co-ordinate internal and external training programmes, Learning and Development days and core/compliance training across the Foundation.
- Maintain a forward plan of all training and development activities, highlighting statutory deadlines and renewal dates.

2. Training Administration and Delivery Co-ordination



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- Co-ordinate the delivery of all approved training requests, including sourcing trainers, booking venues and resources, managing invitations and attendance.
- Manage the Foundation's training booking diary, ensuring that sessions are scheduled, staffed and resourced effectively.
- Ensuring any external training venues are booked for external PRICE training courses, First Aid training & lunches ordered for the external training days.
- Liaise with internal trainers and external providers (e.g. First Aid, PRICE, Makaton) to confirm dates, content and costs.
- Support the organisation and delivery of the Foundation's Annual Conference (Engage), Learning and Development days and professional days.

3. Monitoring, Evaluation and Reporting

- Keep accurate electronic and paper records of all training delivered and staff attendance.
- Monitor compliance with mandatory training and send reminders for renewals (e.g. PRICE, First Aid, Safeguarding, PREVENT, policy updates).
- Collect and analyse feedback and QA data to evaluate training effectiveness and inform future planning.
- Provide regular reports to the Head of Learning & Development on training uptake, compliance, costs and outcomes.

4. External Liaison and Support

- Liaise with external schools and organisations to arrange attendance on the Foundation's training programmes and to support visits and advice requests.
- Attend external training venues to support delivery teams and external delegates, preparing all necessary paperwork.

5. Finance and Administration

- Liaise with the Finance Team regarding training costs, bookings and invoicing.
- Ensure all documentation for training events (internal and external) is completed accurately and on time.

6. Administration and Co-ordination of the Calderdale Specialist Provision Cluster Offer

- Maintain oversight of the SPC's calendar of support and training offers, ensuring accurate and up-to-date information is available to schools and stakeholders.

- Act as the first point of contact for incoming requests and enquiries, ensuring prompt responses and effective communication.
- Log and track all requests for support, liaising with member schools to identify and allocate the most appropriate provider of support.
- Promote the SPC offer through agreed communication channels, ensuring schools are aware of upcoming opportunities and available support.
- Monitor and chase outstanding enquiries or allocations to ensure timely resolution and a consistent service.
- Maintain records of activity, engagement, and impact to support reporting and continuous improvement.

7. Additional Duties

- Assist with Boothroyd House training co-ordination (First Aid, PRICE).
- Undertake other duties as may reasonably be required to ensure the smooth and efficient running of the Foundation's training and development function.

OTHER SPECIFIC DUTIES

- To participate in the Foundation's programme of performance management.
- To attend meetings, training courses, learning and development days and conferences as appropriate in order to carry out duties.
- To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

Review:

This Job Description will be subject to review and may be amended at any time after consultation with you.

Signed: Date:
Training Co-ordinator

Signed: Date:
Tom Gilbody – Head of Learning and Development



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