

## The Education People

Job Description: Senior Training Officer

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**Section:** Schools Financial Services

**Location:** Maidstone

**Grade:** KR9

**Responsible to:** Training Lead Officer

### **Purpose of the Job:**

To develop, promote and deliver quality finance training to

- Schools
- Academies
- Multi Academy Trusts (MAT's)
- Governors

To develop and deliver the training programme for Schools Financial Services staff.

Continually improve training and development using a variety of media and formats to improve efficiency for both Schools Financial Services and customers.

### **Main duties and responsibilities:**

1. Take joint responsibility with the other Senior Training Officers to deliver the planned programme of training courses to school and academy staff in line with current course outlines, using appropriate teaching, learning and training methods to groups and individuals. Where necessary, training may need to be delivered outside of normal office hours.
2. Further develop and promote the use of E learning and online training aids ensuring ongoing efficiencies for Schools Financial Services.
3. Collate and evaluate the audit of staff skills, ensuring robust, timely training for staff using a variety of methods.
4. Maintain a thorough understanding of national and local policies, financial controls and procedures ensuring training materials are updated accordingly.
5. Provide bespoke financial training and advice to school staff and governors.

6. Review and evaluate training courses, identifying and recommending to the Training Lead Officer where changes to courses and documentation need to take place, taking the responsibility for the design, development and testing where necessary.
7. Deliver and support some contracts, including urgent and high risk ad hoc contracts, as agreed with the Service Delivery Manager, defined in the relevant contract specification documentation and agreed with schools and academies. This will include providing support and sound financial management advice to all schools, including those in financial difficulty, on budget preparation, monthly monitoring and closure of accounts.
8. Support the delivery of all business requirements of Schools Financial Services.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

**The Education People**  
**Person Specification**  
 Schools Financial Services  
 Senior Training Officer KR9



The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<b>Qualifications</b>	Financial/Training qualification and/or proven ability to do the job
<b>Experience</b>	Experience of working within a finance or training environment
<b>Skills and Abilities</b>	Excellent training and developing skills
	Excellent customer relationship skills
	Ability to work on own and as part of a team
	Good IT skills
	Excellent organisational skills
	Excellent written and verbal communication skills
	Ability to maintain confidentiality
	Excellent research, analytical and interpretive skills
<b>Knowledge</b>	Fluent in English
	A full understanding of relevant national and local policies, financial controls and procedures
	Working knowledge of school finance systems
<b>Knowledge of training techniques</b>	
<b>Company Values and Expectations</b>	
<p>The Education People we are guided by our shared values:</p> <ul style="list-style-type: none"> <li>• <b>Moral Purpose:</b> We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.</li> <li>• <b>People First:</b> We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.</li> <li>• <b>Stronger Together:</b> We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.</li> <li>• <b>Excellence:</b> We strive to excel in the delivery of high-quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.</li> <li>• <b>Spirit of Innovation:</b> We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.</li> <li>• <b>Integrity:</b> We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.</li> </ul>	

