

# Training and Induction Co-ordinator

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Location: Acorn Park School

Salary: £23,000-£27,000

Contract Type: Permanent, Full-Time

Reporting To: AHT: Quality and Compliance

## **Job Purpose:**

The Training and Induction Co-ordinator plays a vital role in ensuring all staff at the school are effectively onboarded, trained, and compliant with internal and external training requirements. This includes managing the staff induction process, overseeing compliance through our online learning platform (Shine), delivering Safety Intervention training, and coordinating all staff training activities. This role ensures all colleagues are equipped with the knowledge and tools to support pupils with SEND needs safely and effectively.

## **Key Responsibilities:**

### **Staff Induction and Onboarding**

- Lead and coordinate the full induction process for new staff members from first day to end of probation.
- Ensure a smooth Day 1 experience including:
- Issuing ID badges, door keys, and IT system credentials.
- Orientation to school policies, site tour, and introductions.
- Monitor and support progress through the probation period, including setting timelines, collecting feedback, and ensuring review meetings are completed.
- Establish the Buddy system for all new staff, monitor and resolve any issues arising
- Maintain and regularly update the Staff Handbook to reflect current policies, procedures, and school ethos.

### **Training Compliance and Coordination**

- Oversee staff training compliance via the Shine online learning platform:
  - Assign mandatory and role-specific training modules.
  - Track completion rates and follow-up with staff and line managers.
  - Provide regular compliance reports to senior leadership.

- Coordinate external training for staff:
  - Identify needs in collaboration with department leads and SLT.
  - Book and manage logistics for external courses.
  - Maintain accurate records of all training undertaken by staff.

### **Safety Intervention Instructor Responsibilities**

- Deliver accredited Safety Intervention training to school staff as required (e.g., de-escalation, positive handling techniques).
- Manage all administrative tasks related to Safety Intervention courses including:
  - Scheduling sessions and booking venues.
  - Preparing course materials and training records.
  - Ensuring certification is completed and renewed in accordance with standards.

### **First Aid Instructor Responsibilities**

- Schedule and Deliver First Aid training to school staff as required
- Manage all administrative tasks related to First Aid courses including:
  - Scheduling sessions and booking venues.
  - Preparing course materials and training records.
  - Ensuring certification is completed and renewed in accordance with standards.

### **Medication Training Responsibilities**

- Schedule and Deliver Medication training to school staff as required
- To undertake medication competency check training
- Manage all administrative tasks related to Medication including:
  - Scheduling sessions and booking venues.
  - Preparing course materials and training records.
  - Ensuring certification is completed and renewed in accordance with standards.

### **Documentation and Reporting**

- Maintain an accurate and secure database of all training, induction, and compliance records.
- Provide timely reports on workforce training status to SLT, governors, and external agencies if required.
- Contribute to policy development related to training and staff development.

## **Person Specification:**

### **Essential:**

- Experience in coordinating training and onboarding processes.
- Excellent administrative and organisational skills.
- Proficient in the use of online learning platforms and Microsoft Office.

### **Desirable:**

- Experience working in a school, preferably with SEND pupils.
- Knowledge of Shine or similar training platforms.
- Familiarity with HR processes around probation and staff development.
- Confident in delivering in-person training, ideally with instructor status in Safety Intervention (CPI).
- Strong understanding of safeguarding and compliance within a SEND or education setting.

### **Key Attributes:**

- Excellent interpersonal and communication skills.
- Proactive and solution-focused approach.
- Able to maintain discretion and confidentiality at all times.
- Strong attention to detail and accuracy in record-keeping

### **Working hours:**

- 37.5 hours per week
- 8:30 – 4:30 Monday to Friday
- Term time + 2 weeks.