

TRELOAR TRUST

JOB DESCRIPTION

POST: IT Trainer (Part-time – 0.5FTE)

ACCOUNTABLE TO: Technology / Jane Hayden

LOCATION: Holybourne

JOB PURPOSE: We are looking for an IT Trainer to prepare and conduct employee training courses on IT skills, Business Systems and proper computer usage.

Responsibilities include identifying educational needs, designing educational material and ensuring all employees take basic computer training.

RESPONSIBILITIES AND KEY TASKS

- Conduct IT skills gap analyses
- Design technical manuals using simple language
- Conduct role-specific training on tools and programs each team uses daily
- Train new employees on proper use of hardware and software
- Perform regular organization-wide trainings on system security
- Evaluate the effectiveness of each educational session
- Maintain updated records of training curriculum and materials

OTHER DUTIES

- * To support the Trust in safeguarding and protecting the welfare of all students.
- * To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- * To maintain and develop own professional knowledge and awareness.
- * To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post. This job description will be reviewed and amended in the light of changing professional demands.

PERSON SPECIFICATION – IT Trainer

MINIMUM	DESIRABLE
<p>Qualifications</p> <ol style="list-style-type: none"> Level 2 Functional Skills English and Maths or equivalent Grade C/ 4 or above. 	<ul style="list-style-type: none"> Degree in Information Technology, Computer Science or relevant field Additional certification in training (e.g. Certified Technical Trainer)
<p>Skills and Knowledge</p> <ol style="list-style-type: none"> Experience designing technical course material Familiarity with web-based learning platforms and modern educational techniques Good understanding of computer security principles Excellent communication skills with the ability to explain technical terms plainly Ability to work independently and take responsibility Resilient and positive mental attitude when dealing with difficult situations 	
<p>Experience</p>	<ul style="list-style-type: none"> Previous work experience as an IT Trainer or similar role
<p>Personal qualities</p> <ol style="list-style-type: none"> A commitment to promoting and safeguarding the welfare of students An intelligent self-starter with the ability to work on their own initiative to diagnose and solve problems. Enthusiasm for Information Technology and Business Systems. Commitment to continual personal development – keeping apprised of changes in technology and internal systems 	
<p>Physical Requirements</p> <ol style="list-style-type: none"> Able to cope with the physical demands of the role. 	

TRELOAR TRUST IS COMMITTED

TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S
EQUAL OPPORTUNITIES POLICY**