

## Educator – Schools/Business

### Description

We are looking to appoint a confident individual delivering all levels (lower and higher) of apprenticeship training within various school and business environments, including:

- Associate Project Management
- Management and Team Leader
- Schools Business Professional
- Teaching Assistant
- Early Years Practitioner
- Customer Service and Business Administration

A large proportion of these education sessions are delivered remotely, although there will be some face-to-face visits to meet with apprentices in their workplace.

**Salary: from £26,000**

### Responsibilities

Responsibilities include:

- To agree an individualised training programme with each learner, and monitor this to ensure that the learner is working to the agreed targets
- To ensure that learners understand their rights and responsibilities with regard to their qualification
- To follow the curriculum plan and deliver engaging sessions which develop the learner's knowledge, skills and behaviours.
- To identify and develop strategies to address gaps in learners progress and achievement
- To ensure OneFile is utilised within its full capacity and embedded within your day to day working culture
- To prepare and complete learner progress reviews in line with company expectations
- To provide constructive feedback on achievement and performance to learners
- To attend regular standardisation meetings and training with relevant industry team members

### Person Specification

Candidates without a particular qualification which we have listed as 'essential' need not be discouraged from applying if they are willing to undertake appropriate training in-post.

### Experience –

Essential:

- Industry related, minimum 3 years

### Qualifications

Essential:

### Hiring organization

Heart of England Training

Reference: EXT-EDU-0126

**Salary: From £26,000 based on experience and qualifications.**

**Closing date: 26th January 2026**

**Interview date: 2nd February 2026**

Please download a copy of the Application form and full Job Specification here to submit your application –

[Application for Employment](#)

[Job Description – Educator Schools and Business](#)

Please send CV and Application Form (download this), make sure this outlines how you meet the person specification of the job description to [careers@hoet.co.uk](mailto:careers@hoet.co.uk)

- Level 2 Functional Skills in Maths, English and ICT
- Level 3 Management related qualification or higher
- CIAVA (Certificate in Assessing Vocational Achievement)
- Level 4 Certificate in Education and Training or equivalent
- Safeguarding Level 1

- Management related qualifications or experience (desirable)

This role will require a commitment to safeguarding and the post holder will undergo training for health & safety, safeguarding, prevent and EDI (Equality, Diversity and Inclusion) and GDPR.

### **Job Benefits**

- We will offer you full training and support
- Monday to Friday, 9.00am–4:30pm working hours (FT)
- 33 days holiday allowance (FT inc bank holidays) rising to 38 days after 'time served' period (PT holidays Pro Rata)
- Health Care Scheme
- Company Pension Scheme
- Christmas Shutdown
- Annual company events

### **Interested in this position?**

Please send an Application Form (download this), make sure this outlines how you meet the person specification of the job description and CV to [careers@hoet.co.uk](mailto:careers@hoet.co.uk)

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

### **Employment Type**

Full-time

### **Job Location**

Eleven Arches House, Leicester Road, Rugby