

Dear Applicant,

Re: Travel Trainer Co-ordinator - Fixed Term Contract until March 2015 based in Bolton

Thank you for applying for the above post.

Please find attached

- Application form
- Job Description and Person Specification
- Equal Opportunities monitoring form

Terms and conditions:

Salary - £22,009.00 per annum pro rata
Part-time only – 20 hours per week. Hours of work are early morning and mid afternoon to coincide with school start and finish times.
Private health Insurance or Gym membership or Annual Health Check or Dental Cover once probationary completed.
22 days paid holiday in year 1 and 2, 25 days in year 3 and 4 and 30 days in year 5 plus. 8 Bank Holidays.
Any time off must be taken when the schools are closed for school holidays.
Final salary pension scheme (Greater Manchester Pension Fund)
Training and development opportunities
Business Mileage or a Public Transport Loan
Work Life balance policies available

We will accept CV's, however you must complete

1. Equal Opportunities Monitoring forms
2. The Rehabilitation of Offenders Act

If you are not submitting a CV please complete all parts of the application form and return in the pre-addressed envelope provided.

Closing date Friday, 17 February 2012

Yours sincerely

Lynn Bradley
Human Resource Administrator

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