

RICIDE Ltd



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Dear

re **Staff at Stourport Training Centre**

Thank you for expressing an interest in our activities at Stourport. Ricide Ltd have been working at Stourport since 2001 and our contract with Kidderminster College was renewed in 2010 for a further two years.

Ricide also deliver Train to Gain training to employees in the workplace.

Ricide offers significant opportunities for professional trainers to join a renowned national organisation dedicated to excellence in I.T. skills development.

The following positions are available at Stourport.

Post of Principal Tutor

In addition to performing the range of duties associated with a Senior Tutor, the Principal Tutor has a supervisory and management role in the Training Centre. He/she will take responsibility for the overall quality of the tuition delivered, assist in marketing and promotions, and supervise the Administrative office.

This is a senior post which offers significant prospects for career advancement within the company.

The Principal Tutor will assist colleagues to improve their performance in order to enhance the learning experience and improve student retention statistics

The daily fee normally starts at £72.50 per day and £45 per evening, although a package of fees and benefits may be offered to a suitable candidate.

Post of Senior Tutor

[see attached Job Specification.](#)

All Senior Tutors will be appointed on a daily fee, which normally starts at around £62.50. Evening classes normally attract a fee of £40.

Common Details

- 1 Due to the increasing sophistication of the technology in place at the Training Centre, an applicant with an interest in Internal Verification or Technical Support would be welcomed. However, this is not a requirement for any of the above posts.
- 2 The initial contract will include a 6 month probationary period. Subject to performance, applicants can normally expect continuity of work from us. All staff are employed by Salveza Ltd and are managed by Kidderminster College. Staff enjoy the customary benefits of employment by a leading training provider, including personal development planning.
- 3 There are opportunities for full time or part time working patterns, provided that a single Tutor is able to assume regular responsibility for a timetabled group.

Application Process

If you wish to apply for a post, then kindly send us the following -

- 1 A completed Summary Staff Application Form. This is mandatory.

You are also invited to enclose

- 2 A letter of application which should explain your interest in the post and the relevance of your experience and qualifications to our organisation. As there are full and part time opportunities, please express any preferences you may have.
- 3 A curriculum vitae.

Please return a completed application as soon as possible, and state your earliest start date. This should be accompanied by full CV. Please send to <mailto:mail@ricide.com>

Yours sincerely

Claire Robertson
Project Officer

P4/docs/txt/staff/new/st_1010

Enclosures

Ricide Training Centres – Further Details	app8.doc
Staff Application Form	staff_enr1.ppp
Senior Tutor - Indicative Responsibilities	con1.doc
Schedule of C&G Modules and Hours	sched_2.doc