



DIOCESE OF  
**Bath & Wells**

Living the story. Telling the story.

gifts of all God's people • sustained by prayer • spiritual and numerical growth

sharing the story of Jesus • working for the

journeying together • working for the com

g for the common good • worship and witness • loving and serving our communities

unities • releasing the gifts of all God's people • **Living and Telling** • trust in God's holy spirit • confident, every

# Education Department Administrator (School Effectiveness)

## Application Pack, March 2022

Thank you for your interest in the post of Education Department Administrator (School Effectiveness) with the Bath & Wells Diocesan Board of Finance (DBF). We are delighted to let you have details about the diocese and information about the post as the current post holder leaves us to take up a role with the national Church of England Education Office.

We hope you find the application pack provides all the information you need to consider your candidature for this post. If, however, you have any further questions please contact Human Resources. Should you decide to apply for this post we look forward to receiving your application and wish you well.

### **Human Resources**

Ph: 01749 685 113

Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

## **Applications**

Applications must be received by **Wednesday 23 March 2022**. Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, Cathedral Park, Wells, Somerset, BA5 1FD or by email to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org).

## **Shortlisting**

Shortlisting will take place on **Thursday 24 March 2022**. To ensure the fairness of the selection process, shortlisting will look for demonstrable evidence that you meet the criteria set out in the person specification. Information provided on the application form will be viewed by HR, the recruiting manager and interview panel. A copy of our privacy policy for job applicants can be downloaded from our website.

## **Interview**

Interviews will take place in Wells on **Wednesday 30 March 2022**. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

## **Safer Recruitment**

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. We require all Education Department staff to undertake introductory level safeguarding training with the Church of England and Local Authority linked safeguarding training in line with that undertaken by the schools we serve.

Further information can be found in our Safeguarding Policy available on the diocesan website.



## **The Diocese of Bath and Wells**

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country. The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 940,000 people who live here through its family of 466 parishes and 181 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways; caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If you are the called to this role, you will be arriving in the diocese at a time of significant change and you will have a unique role to play in the diocesan strategy, which has these three strategic priorities:

- To place mission and evangelism at the heart of all we do.
- To re-align our ministry resources towards mission.
- To identify, develop, and release the gifts of all our people.

## **About the Role**

The role sits within our well established and highly supportive Education Department, supporting the Department as a whole, with a particular responsibility towards the School Effectiveness Team. The Department consists of three teams, School Effectiveness, School Organisation and our GO Team. The School Effectiveness Team comprises a team leader, who is also a Deputy Director of Education, and two school improvement advisers. The purpose of our team is to support schools in all aspects of their Christian distinctiveness, through interpreting and sharing the Church of England Vision for Education.

A key part of our core offer is training and therefore the role is hugely important to the success of the department. Training is offered in a variety of forms and online training has proved incredibly successful, a real strength of our offer. As the educational landscape changes, so do our roles and we are also increasingly called to offer bespoke training for our partners including multi-academy trusts.

The post often provides schools' first point of contact with our department. We are seeking a pro-active team member who will work with us as we shape and expand our work, including organising, promoting and evaluating our current training offer, including providing support as required online or at face to face events. Our school advisers rely on efficient and highly organised administrative support to enable them to fulfil their roles and as such this role is greatly appreciated.

As part of a wider diocesan administrative team, including a colleague Administrator in the Education Department, there will be an expectation to work, as required, from the Diocesan Offices at Flourish House in Wells, as well as some opportunity to work from home by arrangement. There may be capacity for hours to be agreed flexibly across the week to acknowledge the timing of some training events, school holiday periods etc, subject to agreement by your line manager.

## **Organisational Structure**

Please see attached Diocesan Structure document.

## Job Description

**POST: Education Department Administrator (Fixed Term 6 months)**

### **Our vision**

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

### **Key purpose of the post:**

- To contribute towards the achievements of the Education Department's aims and mission by providing high-quality administrative support including responsibility for continuous professional development and events.
- To provide administrative support to the School Effectiveness and 'GO' (Faith Development) teams, including social media development.
- Support adoption and implementation of our System Serve (DioSys) Information management system, including training and supporting others.

**Location: Flourish House, Wells, Somerset**

**Reporting to:** Diocesan Director of Education

**Accountable to:** Diocesan Education Department Advisers, Assistant Director - School Effectiveness, Diocesan Director of Education

**Hours of work:** Full time, 36 hours per week. Temporary for 6 months, fixed term. The reason for fixed term is to review the requirements for a permanent role.

### **Key relationships:**

Education Department Staff

Diocesan Schools

Multi Academy Trusts (MATs)

Other colleagues across the Diocese, in particular other Administrators

## **Main Responsibilities:**

### **1. Administration for Education Department, including Annual Course Programme:**

- Liaise with schools, advisers and support the planning and development of the CPD programme through instigating the planning process, booking rooms, course leaders and external speakers as required.
- To help develop the Department's constructive use of social media.
- Liaise with the school effectiveness team to evaluate and support the training offer
- To produce and update online CPD information, promote to schools and partners.
- Manage course bookings using the online booking system.
- To support the advisers by producing course materials and ensuring efficient filing of online resources.
- To facilitate a hospitable welcome to course attendees
- To liaise with accounts to ensure invoices are raised in a timely fashion and to monitor income and expenditure throughout the year to ensure the programme stays within budget.
- To liaise with schools and advisors to book and make all necessary arrangements for bespoke training days held in Wells or at schools.

### **2. General tasks and responsibilities:**

- To ensure that the 'System Serve' Information Management System is operating effectively, including timely data inputs and records of visits; accessible by schools for updating regarding leadership matters; data dives to harvest appropriate data as required to support the work of the Department and responsibilities of the DBE.
- To provide clerking and administrative support to the DBE as required.
- To support the financial management of the Education Department, including preparation and processing of invoices.
  - Provide administrative support for the Education Department, primarily for the School Effectiveness team and GO Team, including diary management.
  - Signpost enquiries to the appropriate Archdeaconry School Effectiveness (SE) or GO Team Advisor.
  - Attend and participate at monthly departmental, staff meetings and training.
  - Production and updating of publications for schools, headteachers and governors.
  - Administration of Headteacher appointment process including arranging gifts for outgoing and incoming Headteachers.
  - To keep all databases up to date and accurate, ensuring they are in line with and accessing System Serve/DioSys during a period of transition and embedding the new system, ensure GDPR is applied.
  - To support other departmental events where necessary.
  - Undertake such other duties as required which are consistent with the main purpose of the job and its remuneration.

## Person Specification

Area	Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of A level (level 3) or equivalent</li> <li>• Experience of working within a customer-focused environment</li> <li>• Previous administrative experience including support for meetings, in person and online.</li> <li>• Experience of supporting the delivery of training and/or events in person and online using latest technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with schools</li> <li>• Understanding of Church of England structures and procedures.</li> <li>• Experience of reviewing work through qualitative and quantitative evaluation.</li> </ul>
<b>Skills, Competencies and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to build strong relationships and partnerships at all levels, internally and externally</li> <li>• IT literate - able to use Microsoft Office, databases and online communication platforms, including scheduling.</li> <li>• The ability to plan and prioritise work for self and with others.</li> <li>• Ability to communicate in a clear and concise manner with tact and discretion</li> <li>• Strong organisational skills</li> <li>• Able to work effectively and collaboratively as part of a team</li> <li>• Pro-active with the ability to work on own initiative as required</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using social media, beyond personal use</li> <li>• Experience of updating / maintaining websites</li> </ul>
<b>Work Related Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Aware of and supportive of the Christian characteristics of the organisation and the Church of England's vision for education, 2016.</li> <li>• Able to maintain confidentiality</li> <li>• Awareness of safeguarding</li> </ul>	

## Main Terms and Conditions

Hours of Work	<p>36 hours per week with some flexibility depending on the schedule of training courses. This can be agreed with your line manager.</p> <p>Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. (Full time hours are 36 hours per week)</p> <p>Attendance at Flourish House would be expected at least 2 days per week, minimum, with Tuesdays as a regular Team day.</p>
Salary	£19,500 per annum
Pension	Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.
Holiday	25 days per calendar year plus bank holidays pro rata. The holiday year runs from 1 January to 31 December. Additional discretionary days may be given at Christmas and Easter.
Expenses	All reasonable working expenses will be met at the agreed Diocesan rates.
Probation	This post will be subject to a probationary period.

