

Education Administrator

Appointment Type: Full-time, permanent (Term time only will be considered) **Working hours:** 35 hours per week to be worked Monday to Friday **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP **Salary & benefits:** £24,983 - £28,668 per annum (FTE), 25 holidays, plus statutory bank holidays and 5 Diocesan closure days (subject to pro-rata for part-time employees).

About: The Diocese of Salford is looking for an Education Administrator to provide high quality clerical and administrative support to the Education team. The successful candidate will play an important role in the administrative and support functions of the department. They will be responsible for the coordination of training courses, conferences and briefings delivered by the Department for Education as part of its ongoing function of supporting and developing the professional development and formation of support staff, teachers, senior school leaders and governors.

What we are looking for: We are looking for a person with excellent organisational and administrative skills who is able to work independently and as part of a team. They will be able to undertake a variety of administrative tasks competently and efficiently and be able to prioritise activities to meet deadlines.

What you will need: The successful candidate will need to be educated to A Level standard or equivalent and have experience of working in an administrative capacity in an office-based environment. They will have experience using Microsoft Office and possess strong IT skills which can be used to compile, analyse and manage data effectively. They will possess a high level of communication skills, including written and spoken communication and an ability to liaise with people at all levels.

Safeguarding: The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation. This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children and vulnerable adults. All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

Closing date for applications: 12 noon on Monday 1st July 2024

Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.