

DIOCESE OF SALFORD

| | | | |
|----------------------------|--|-------------------------|--|
| Job Title: | Education Administrator | | |
| Department: | Department for Education | | |
| Responsible to: | Education Adviser/PA to the Director of Education | | |
| Location: | Cathedral Centre, 3 Ford Street, Salford, M3 6DP. | Travel Required: | Occasional travel to training venues may be required |
| Level/Salary Range: | £24,983 - £28,668 per annum (FTE) Salary Band B | Position Type: | Full time permanent (term time only will be considered) |
| Hours of Work: | 35 hours per week to be worked Monday to Friday | Holidays | 25 days per annum, plus 8 statutory bank holidays and 5 closure days (4 days over the Christmas/New Year period and 1 day Maundy Thursday) (FTE) |

Overview and job purpose:

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.

Job Description:

Main Responsibilities:

- Receive, answer and respond to telephone calls, emails; deal with queries and provide general information about the Department for Education and refer when necessary to the relevant colleague or department.
- Booking of conference facilities for meetings and training, liaising with conference venues and Cathedral Centre Reception.
- Updating of internal room booking schedules with Cathedral Centre on a weekly basis.
- Work with the Education Adviser (and others) on administration procedures for Governance and Catholic School Inspections.
- Provide administrative support and co-ordination for the Catholic Certificate of Religious Studies (CCRS) and other professional programmes, liaising with tutors, CCRS Co-ordinator and Centre Managers.
- Maintain office records, including the electronic filing of documents, and present this information in a professional format as required by the education team.
- Work with Communications to maintain and update the department's area of the diocesan website, intranet and social media platforms.

- Work with the education team to provide relevant information from a range of sources to shape the development of our CPD programmes.
- Compile and organise data relating to education CPD programmes for review and analysis by the education team. Present this information in a professional format.
- Undertake any such other duties as may be reasonably determined by the Director.

Other

- Welcome visitors for meetings, conferences and courses to the Cathedral Centre.
Remove this.
- Participate in an occasional rota to cover the Centre reception and incoming telephone lines during holidays and absences.
- To have a proactive approach to development of processes and procedures, supporting the implementation of agreed improvements and changes.

PERSON SPECIFICATION

| | <i>Essential</i> | <i>Desirable</i> |
|---|---|--|
| Qualifications: | <ul style="list-style-type: none"> • Educated to A-Level standard or equivalent. | <ul style="list-style-type: none"> • Relevant Business Administration or secretarial qualification. |
| Experience: | <ul style="list-style-type: none"> • Experience using Microsoft Word, Excel, Outlook and PowerPoint. • Experience of working in an administrative capacity in an office-based environment | <ul style="list-style-type: none"> • Experience of working in an education setting. • Experience of making arrangements for the delivery of training programmes. |
| Knowledge, skills and abilities: | <ul style="list-style-type: none"> • Good literacy and numeracy skills. • Excellent organisational and administrative skills. • High level of communication skills, including written and spoken communication. • Strong IT skills. • Ability to work independently and as part of a team. • Able to correctly prioritise tasks. • Working knowledge of customer service. • Working knowledge of an office-based environment. • Knowledge and understanding of | |

| | | |
|----------------------------------|--|--|
| | <p>confidentiality, professional boundaries and dealing with sensitive information.</p> <ul style="list-style-type: none"> • Strong interpersonal skills with the ability to liaise with people at all levels. | |
| Qualities and attributes: | <ul style="list-style-type: none"> • Friendly & professional approach to work. • Willing to take responsibility for own training and development. • The ability to work proactively and take initiative for tasks. • The ability to work flexibly and adapt ways of working when required. | <ul style="list-style-type: none"> • The persistence to work hard to achieve the best possible outcome. |
| Other requirements: | <ul style="list-style-type: none"> • An understanding and sensitivity to the values, principles and ethos of the Diocese of Salford and members of the Church in all aspects of their work. • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service. • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. | |

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.

Other Information:

References and Reports

- Two professional references will be required.
- 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 and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

Data Protection: Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

Safeguarding: The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Environment: The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.

Probationary period: This position is subject to completion of an initial probationary period of six months.

All Diocesan employees are expected to work with the highest standards of conduct at all times. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant and hospitable working environment.

| | | | |
|--------------|-----------------------|-------|---------------|
| Compiled By: | HR | Date: | February 2024 |
| Reviewed By: | Director of Education | Date: | May 2024 |

I accept and agree with the details contained in this job description.

Signed by
Employee:

Date:

Signed by Employer:

Date:

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

I commit to completing the mandatory e-Learning modules in relation to safeguarding within my first month of employment.

Print Name:

Date:

Signature:

Parish:

Salford Roman Catholic Diocesan Trustees Registered Charity
Registered Charity No. 250037