

**Education Administrative Officer**  
**14 hours per week**

Applications are invited for this newly created post based at the Diocesan office in Southwell. The role's prime focus is to provide administrative support for the Diocesan Schools' Advisers.

We are looking for a special person who

- has excellent organisational skills
- possesses a high standard of word processing ability
- is able to handle bookings and payments for courses
- has a confident and friendly telephone manner
- is comfortable in recording notes of meetings
- can cope with occasional pressure
- works with flexibility and integrity
- is a team player

Sympathy with the aims and objectives of the Church of England is essential.

Starting salary at Grade 8 £15,300 p.a., rising to £16,390 after probationary period PRO-RATA.

Please contact Sheila Barker, Assistant Director (Schools), for an information pack. Closing date for applications noon on 30<sup>th</sup> October. Shortlisting will take place on 3<sup>rd</sup> November and interviews will be held on 10<sup>th</sup> November.

[sheilab@southwell.anglican.org](mailto:sheilab@southwell.anglican.org) Tel: 01636 817235

We welcome applications from suitably qualified people from all sections of the community, and strive to be an equal opportunity employer. CRB clearance is required for this post.

## JOB DESCRIPTION

<b>Job Title</b>	<b>Education Administrative Officer (DSAs)</b>
<b>Full Time</b>	<b>0.4 (14 hours per week)</b>

<b>Responsible to:</b>	<b>The Director of Education</b>
<b>Line Managed by:</b>	<b>Assistant Director (Schools)</b>

### Responsibilities

The key areas of the role are to give administrative support to the Diocesan Schools Advisers and to give general administrative support in the Education Office as required.

#### Duties

#### **Support to the Diocesan Schools Advisers (DSAs), to include;**

- 1) Preparation and distribution of newsletters and mailings
- 2) Arranging and taking notes of meetings involving the DSAs (eg Heads of RE)
- 3) Taking bookings and payments for courses organised by the DSAs
- 4) Preparation of course materials
- 5) Arranging DSA events, e.g. hiring of venues & administration of the event
- 6) Maintaining a regular office presence & point of contact for the DSAs
- 7) Keeping electronic records as required, eg. SIAS, Diaries etc.
- 8) Liaising with schools (Headteachers and Heads of RE) in respect of visits & events.
- 9) Hospitality for DSA events

#### **General Education Department administration, to include;**

- Telephone contact for enquiries to Education Department
- Handling incoming and outgoing mail when required.
- Word processing as required
- Assistance with other administrative duties as necessary

## Key Competencies

The ability to;

- Work independently and prioritise own workload
- Be confident in using both email and telephone communication
- Be comfortable in recording notes of meetings
- Perform administrative duties of creating spreadsheets, using current computer software, keeping records. photocopying etc.
- Produce word-processed reports, newsletters , flyers etc. using Microsoft Word and Publisher.
- Work under occasional pressure.
- Maintain confidentiality

**Application for Employment: Education Administrative Officer**

**Application Reference No** ( to be completed by Diocesan Office) : .....

As this form will be photocopied, please type or write in black ink or ballpoint pen. Please return completed form to Carole Park at the above address.

**Please note that Parts A to D will be separated from the remainder of the application form and will not form part of the short-listing process. It is therefore very important to fully complete Parts E to H. The information given on the 'Monitoring Sheet' will also be separated and only used for monitoring purposes.**

**PART A - Personal Details**

Surname	Forenames (please underline the name you wish to be known by)
Title Mr/Mrs/Miss/Ms/Other	
Address	Telephone Numbers  Home  Work  Mobile
Postcode	
Date of Birth	Email

**Please give the names and addresses of two persons to whom we may apply for references. One reference should be from your present employer where possible, and the second reference should be from someone who can comment on your character, integrity and competence.**

Employer reference: **Approach employer now? Yes / No**

Name
Address
Occupation

Second reference:

Name
Address
Occupation

## PART B - Educational / Training Details and Employment History

Secondary Schools	From	To	Examinations Passed
University or College	From	To	Examinations Passed

Courses attended; Qualifications gained	Date	Qualification

**Do you hold a current full driving licence? YES / NO**

**Do you have any points on your licence? If yes, how many?** .....

Name and address of Former employers(s), type of business and size	Positions held and dates	Salary	Résumé of duties and responsibilities and reason for leaving
Please do <u>not</u> complete this information in relation to your <u>present</u> employment. Additional information about this is requested in Part G below.			

## PART C - Medical History

To ensure that we operate within the bounds of appropriate legislation and good practice we must ask you the following questions. Please be assured that all data provided in Section C will be treated in the strictest of confidence and will not form part of the short listing process.

Do you or are you suffering from any disease, allergy, nervous complaint or medical condition which could affect your ability to perform the duties of this post, as set out in the job description?	Yes / No
If 'Yes', please give details.	
Please give details and dates of any periods of illness which have caused you to be absent from work for more than 5 consecutive days during the last 5 years:	
Please estimate the number of days that you have needed to take off work for reasons of sickness absence in the last twelve months	..... day(s)
Please indicate whether you believe you have a disability.	Yes / No
If 'Yes', please describe your disability and any reasonable adjustments that you may require, either to fully participate in the recruitment process or to enable you to carry out the duties of this post, as described in the Job Description.	

## PART D - Application

Please say how you learned about this post (if newspaper advertisement, please give name of paper):

.....

<p>I declare that the information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief. I agree to undergo a medical examination at any time. I understand that any offer of employment will be subject to all references including Criminal Records Bureau checks and medical proving satisfactory.</p> <p>Signature ..... Date .....</p>
--

**Eligibility of Work** - should your application be successful, any offer made to you will be subject to the receipt of satisfactory documentation providing your eligibility to work within the UK, as required by the Home Office.

In accordance with the Data Protection obligations (as amended from time to time) I consent to Southwell and Nottingham Diocese processing and continuing to process all personal data contained on this application form of which I am the subject.	
Forename	.....
Surname	.....
Date	.....
Signature	.....

**Application Reference No:** .....



**PART G - What professional / work / personal experience do you have that would equip you for this post?** Please make close reference to the Job Description when answering this question.  
(Please remember that the short listing panel will not have your answers to Parts A to D available to them).

Name and address of current employer, type of business and size	Position held and date appointed	Salary

**Please summarise the duties and responsibilities of your present or most recent employment**

**PART H - Please explain in what ways you believe you match the Person Specification**

**(as in the Advertisement) and Job Description for this post, using illustrations where helpful.**

This space is one of the most important parts of the form. Please remember that we will not infer information, so you need to demonstrate explicitly how you meet the criteria. Candidates who do not demonstrate how they match the criteria will not be short-listed. You may continue this section on up to one further A4 sheet of paper if necessary.

Are you in sympathy with the aims and objectives of the Church of England?

Please tell us a little about your hobbies and interests.

**What period of notice would you be required to give to your present employer?**

.....

**When would you be able to take up this post?**

.....

All employees of the Southwell and Nottingham Diocesan Board of Finance are subject to Child Protection checks with the Criminal Records Bureau and, if successful, you will be asked to complete a confidential questionnaire to enable this check to be carried out.

**MONITORING SHEET (relating to Part A of Application Form)**

**OUR COMMITMENT TO EQUAL OPPORTUNITIES**

The Southwell and Nottingham Diocese strives to be an Equal Opportunities Employer. We welcome applications from suitably qualified people from all sections of the community.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

Please note that this form is for Equal Opportunities monitoring only and will not be seen by the short listing / interview panel(s). It will not be used as part of the selection process.

Post applied for:	Date:
Gender:      Male      Female	Age:

**Ethnicity**

Please indicate your cultural / ethnic origins

The Categories listed below are those used on the National Census; if you prefer to use your own definition, please tick 'other' and use the space provided.

**Please tick the appropriate box**

White (WH)	<input type="checkbox"/>	Irish (IR)	<input type="checkbox"/>	Black African (BA)	<input type="checkbox"/>
Black Caribbean (BC)	<input type="checkbox"/>	Black Other (BLO)	<input type="checkbox"/>	Black British (BB)	<input type="checkbox"/>
Indian (IN)	<input type="checkbox"/>	Pakistani (PA)	<input type="checkbox"/>	Bangladesh (BG)	<input type="checkbox"/>
Asian British (AB)	<input type="checkbox"/>	Chinese (CH)	<input type="checkbox"/>	Mixed Race (MR)	<input type="checkbox"/>

Other (please specify) .....

October 2009

Dear Applicant,

**EDUCATION ADMINISTRATIVE ASSISTANT**

We are delighted you are considering applying for the post of Education Administrative Assistant with the Diocese of Southwell & Nottingham.

The Education Department is a lively and forward-thinking department whose work involves support for our 70 Church Schools as well as Children's & Youth work throughout the diocese. Our work is summed up in our mission statement "*The Education Team – serving Churches and Schools in the mission and nurture of children and young people.*"

For information we have enclosed our Education Team leaflet which gives brief detail of the various roles held in the department, the leaflet "Shaping the Future" which outlines the diocesan values and which we hope will give you a further flavour of who we are. You should also have, as part of the application pack, an application form and a job description.

We hope you will feel able to take your application further and look forward to hearing from you. Please address all completed applications to Carole Park, Human Resources, Diocese of Southwell & Nottingham, 8 Westgate, Southwell, Nottinghamshire NG25 0JL or email to [carolepark@southwell.anglican.org](mailto:carolepark@southwell.anglican.org)

Yours sincerely,

Howard Worsley  
Director of Education