



Schools Operational Support Administrator

**Appointment Pack
September 2024**



Thank you for your interest in the role of part time Schools Operational Support Administrator.

We believe that this is an exciting time to be working with church schools, as the Board of Education seeks to respond to the challenges of maintaining and improving the quality of the education for 29,000 children and young people across Bedfordshire and Hertfordshire who are in education in Church of England schools.

The post of Schools Operational Support Administrator offers a great opportunity for someone to join a highly committed, hard-working team and to undertake a variety of tasks and activities relating to the administration for the management of school buildings alongside providing general administrative support to members of the Schools Team where required.

If this could be you, we would be delighted to receive your application.

If you would like an informal conversation to help you in considering your application please contact the Diocesan Director of Education's EA – Vicki Barriere, via [Email](#) to arrange this.

We look forward to hearing from you!

+ Richard Bedford.

Rt Revd Richard Atkinson, Bishop of Bedford
Chair of the Diocesan Board of Education

The Diocesan Board of Education

'Living God's Love in Education: Enabling Life in all its Fullness'

The Board of Education 'Lives God's Love in Education' through creative and innovative partnerships at local, regional and national level. Our distinctively Christian approach and commitment to ensuring communities are able to flourish sees us working alongside schools, statutory service providers and other organisations, 'enabling life in all its fullness'.

The Diocesan Board of Education's day-to-day work with schools is carried out by the Schools Team and is focused on enabling Church of England schools to flourish. For more detail related to the work of the Team, please visit our section of the diocesan website:

<https://www.stalbansdiocese.org/schools/>.

Our schools

The Diocesan Board of Education, as relevant religious authority, supports the 136 Anglican church schools in the Diocese of St Albans, covering six Local Authorities: Bedford Borough, Central Bedfordshire, Hertfordshire, Luton, the London Borough of Barnet, and Buckinghamshire. 32 of these schools are academies, and there are currently 5 Church of England multi-academy trusts in operation across the Diocese. Most of the schools are primary phase, with a further 5 secondary and 4 middle schools (deemed secondary). Together, approximately 29,000 pupils attend Church of England schools in the Diocese.

The Schools Team

The composition of the Schools Team is currently:

Vicki Barrière	Director's Executive Assistant
Belinda Copson	Governance Adviser/School Reorganisation Lead (part time, 0.4FTE)
Ruth Garman	School Buildings Officer
Maggie Jarman	Admissions Adviser (part time, 0.4FTE)
Lizzie Jeanes	School Effectiveness Lead (part time, 0.2FTE)
Charlotte Johnson	Interim Director of Education (part time, 0.7FTE)
Ryan Parker	RE and Christian Ethos Adviser
Hannah Puddefoot	Schools Officer

The role of Director of Education is currently vacant, and recruitment will take place over the autumn term.

The Schools Team are assisted in their work by educational consultants who provide professional and pastoral support to schools through the diocesan service level agreement (SLA).

Job Description

Job Title: Administrator – Schools Operational Support
Department: Education
Line Manager: School Buildings Officer
Reviewed By: Director of Education
Date: September 2024

Job Profile

Purpose of the Role

Supporting the administrative work of the Schools Team relating to:

- School Condition Allocations (SCA)
- DBE Land and Trusts records
- DBE Service Level Agreement
- Financial administration

Decision Making and Authority

The role provides administrative support to the School Buildings Officer, facilitating their work with schools. The role is not responsible for a budget.

Guidance and Direction

This role works in partnership with other team members, especially the School Buildings Officer and other administrative posts. The role is operational and largely reactive. The role has some, limited, discretion and independence in completing tasks, and there is an expectation that the role is able to plan and work on allocated tasks without supervision for periods of time.

Key Relationships and Context

Internal

- Schools Team
- Diocesan Board of Finance (DBF) IT Team
- DBF administrators
- Headteachers, school staff, governing bodies

External

- SCA Project Managers

Pressure and Working Environment

This role is mainly office based. There is a varied work pattern across a range of tasks and activities. The role involves working in partnership with other team members to facilitate the work of the Board of Education and its engagement with schools. The ability to prioritise workload and adopt flexible working practices is essential, as is the ability to deliver outcomes to timescales that are largely determined by others. This role requires no prior knowledge of church schools or their operation as full orientation training will be provided on appointment.

Duties and Key Responsibilities

Administrative duties

School Condition Allocations (SCA)

- Processing of invoices and purchase orders in relation to active projects
- Population of various spreadsheets with financial data
- Maintaining the register of school quinquennials/condition surveys

DBE Land and Trusts records

- To support the digitisation of historical files relating to church schools
- To maintain various digital registers in relation to school sites

DBE Service Level Agreement

- Maintenance of the register of members of the SLA
- Processing invoices and the digital filing of SLA reports
- Administration in relation to the team of DBE consultants, including updating insurance information, training register and safeguarding information

Financial Administration

- To raise purchase orders and process invoices for payment using the DBF's financial management software

On an Occasional Basis

- To support the general administrative needs of the Schools Team as required
- To respond to phone enquiries from schools and external agencies
- To facilitate the delivery of on-site and remote training and development courses

Other Duties

- To comply with policies and procedures relating to child protection, security, confidentiality and data protection
- To contribute to and support the vision and priorities of the Diocesan Board of Education

- To contribute to the planning, development and organisation of administrative support services systems, procedures and policies
- To establish constructive relationships and communicate with other DBF teams
- To attend and participate in regular meetings of the Schools Team and with other diocesan teams as required
- To participate in training and other learning activities and performance development as required
- To undertake such other appropriate duties as requested by the Diocesan Director of Education.

Diocesan Policies

- To be aware of and adhere to diocesan policies and protocols including, but not limited to, the areas of
 - Safeguarding
 - Data Protection and GDPR
 - Net Zero Carbon
 - Racial Justice
- To commit to undertake training and engage with information and instruction in respect of the diocesan policies and protocols referred to above.

Person Specification

The role holder will have:

Qualifications

- A Level or equivalent, including qualifications in English & Mathematics to GCSE level

Experience and Skills

- Relevant administrative experience
- Experience of working in an office environment
- High-level interpersonal skills, including the ability to communicate on the telephone, in writing and face to face
- Good organisational skills
- High level of IT skills, including knowledge of Microsoft Office, particularly the use of Excel
- The ability to master quickly a number of different systems and processes
- The ability to acquire technical knowledge rapidly
- An eye for detail
- The ability to work under pressure
- An understanding of and sympathy with the life and work of the Church of England in the Diocese of St Albans

The Diocese of St Albans

The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries, and the Diocese has 340 parishes, of which about one third are rural, 380 churches and more than 300 clergy (of whom more than 250 are stipendiary). There are 136 Church Schools and Academies in the Diocese.

The Diocesan Synod is the elected decision-making body of the Diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.

The Diocese of St Albans has a clear vision of Living God's Love with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with: creativity, joy imagination and courage. The vision flows from God's love for us and is expressed in our love for God and our neighbours. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office, but there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £17m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £200m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the Diocesan Secretary.

The **Board of Education** is responsible for the 136 church schools and academies in the diocese. Most of these schools and academies are in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. The education team is led by the Director of Education.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. This work is led by the Director of Mission and Ministry.

Terms and Conditions of Employment

Salary:	Pro rata to FTE in the range £24,408 – £25,500 per annum.
Pension:	Enrolment with the Church of England Pensions Board with a competitive employer contribution.
Hours:	This is a part time role of 14 hpw (0.4). Full time hours are 35 hours per week and normal Diocesan Office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. There is a requirement to work flexibly with occasional out of hours and evening/ weekend commitments, for which time off in lieu is given.
Holidays:	Pro-rata to the annual leave entitlement of 26 days per year plus the statutory Bank Holidays and the working days falling between Christmas Eve and the New Year bank holiday.
Term:	This is a permanent position. Following a six months' probationary period, the notice period will be one month.
Place of Work:	The post is based primarily at the Diocesan Office, with some home working. Attendance at the Diocesan Office is expected for a minimum of 50% of your working hours per week.
Ongoing Development:	We are committed to staff development based on an annual review which helps highlight learning and training requirements.
Status:	The successful applicant will need to provide proof of right to work in the UK before taking up the post.

To apply for this post, please complete the Application Form and send this, together with the Recruitment Monitoring Form (both available on our website at www.stalbansdiocese.org/Vacancies) to the Interim Director of Education (details below):

Closing date: **Tuesday 24 September, 12 noon**
Interviews: **Monday 30 September, in St Albans**

Submit via email: vbarriere@stalbans.anglican.org

or by post to: Charlotte Johnson, Interim Director of Education, Diocese of St Albans, Holywell Lodge, 41 Holywell Hill, St Albans, AL1 1HE

References may be taken up before interview. Please indicate clearly if anyone may not be approached at this stage.