**

Job Description: Education Team Administrator

|  |  |
| --- | --- |
| **JOB SUMMARY:** | We are seeking to recruit a full time Education Administrator. You will work within the Education Team, alongside five officers and the Director of Education (DDE) heavily involved in schools work around Christian character and the engagement of Under 18s in wider communities.  The role will involve a particular focus on supporting the advisers to support schools so an interest and experience in this area would be highly beneficial. Some aspects of the role are:   * To provide admin support for the day-to-day of running of the Education Team * To support officers in preparation and delivery of online and face to face training and conferences, including booking and hospitality, for schools, parishes and partners * To ensure regular communications to schools and parishes through newsletters, social media, website etc * To manage all financial matters including invoicing and regular payments * To maintain accurate records of schools and partners details * To contribute to the development of standardised, streamlined and efficient processes |
| **ACCOUNTABLE TO**  **TERMS** | Diocesan Director of Education  Salary £22,575 per annum  This is a permanent contract for a full time role (35 hours per week). The contractual location will be our Diocesan office in Stoke Gifford, however there will be an opportunity to explore and agree hybrid working arrangements which strike the right balance for the role holder and the Diocese. There may be the occasional need for out of normal office hours working (e.g. to attend meetings), for which time off in lieu will be granted. |
| **KEY RELATIONSHIPS** | * Education and other diocesan teams * Schools and academy trusts, parishes, Local * Authorities and CE Education Office |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

**Main Responsibilities**

The current main duties and responsibilities of this post are outlined in this job description.

The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

**Education Team Administrator Person Specification**

To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description.

|  |  |
| --- | --- |
| **Experience** | |
| **Essential**   * Good, practical working knowledge of IT systems (preferably Microsoft Office) and ability to learn to use new software accurately * Administrative experience, with operational awareness and knowledge of systems and procedures | **Desirable**   * To have knowledge and understanding of the Church of England |
| **Education and Qualifications** | |
| **Essential**   * GCSE English **and** Maths at Grade C or above or equivalent * Level 3 qualification e.g. A levels / NVQ 3 or equivalent | **Desirable**   * Qualification in Administration/ Business/ IT/ Media or similar |
| **Skills / Ability** | |
| **Essential**   * Ability to use initiative, think creatively, prioritise and proactively develop improved systems to meet the needs of the Education team. * Ability to work as a member of a team and build strong professional relationships * Ability to respond to customers professionally and with empathy * Ability to listen and communicate effectively | **Desirable**   * The ability to support officers developing training and activities with school and parishes      * Managing and maintaining websites and social media |
| **Personal** | |
| **Essential**   * To be fully supportive of the Christian values that underpin the work of the Education team | **Desirable** |