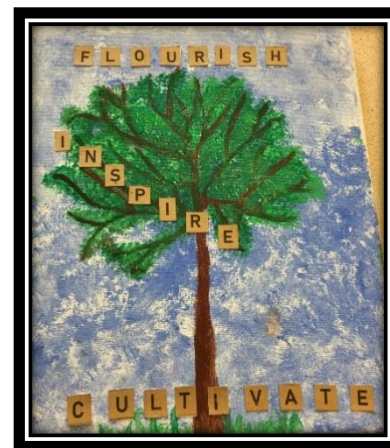


Carlisle Diocesan Board of Education

Education Office Manager Vacancy



The Diocese of Carlisle Education Team is looking to appoint a motivated and experienced Office Manager to join our small but dedicated team.

Do you have a track record of relating well with others and experience of working in an effective office team? Do you want to play a role in creating an aspirational future for the children and young people of Cumbria?

Our Vision for Education is at the heart of all we seek to achieve. The successful candidate would be expected to:

- ❖ Demonstrate a commitment to supporting our Church of England schools in the Diocese of Carlisle.
- ❖ Represent the Diocese professionally as a first point of contact.
- ❖ Have great scheduling, record-keeping and diary management skills.
- ❖ Have excellent communication skills, written and oral.
- ❖ Be able to manage spreadsheets and databases to support our work, including record-keeping and future planning.
- ❖ Model a supportive and Christian approach to working with our schools and partners.

Closing date for applications:	Monday 23 rd May, 12 noon
Interviews:	Thursday 26 th May, Church House, 19-24 Friargate, Penrith CA11 7XR
Start date:	A flexible start date is possible
Applications should be sent to:	humanresources@carlisle-diocese.org.uk

Carlisle Diocesan Board of Education

Education Office Manager Pack



Dear Prospective Applicant,

Thank you for your interest in the role of Education Office Manager.

As you may be aware, there are lots of changes planned locally and nationally which will have a huge impact on education here in Carlisle Diocese. Locally, Cumbria County Council will shortly be reorganised into two unitary authorities. Nationally, the government has set out its plans for schools to move into a fully multi-academy trusted (rather than local authority-led) system. We are seeking to appoint a new Education Office Manager committed to helping us to realise our Vision for Education whilst living through these significant changes.

As a Board of Education, we work closely with partners, both regionally and nationally, including our colleagues in neighbouring Dioceses with whom we collaborate effectively. We enjoy excellent relationships with our local authority colleagues. We are also fully engaged with the Church of England's Foundation for Educational Leadership and the national SIAMS (church school inspections) team.

Our Diocesan multi-academy trust continues to grow and has an excellent track record of support for all its schools.

You would be joining an outward facing department at an exciting time. The future of education is full of opportunities and challenges and we are looking for someone to join us on our journey.

If you would like an informal conversation about the role, please get in touch.

Please be assured of our prayers as you consider whether you are called to this role.



CHARLOTTE TUDWAY

Diocesan Director of Education

charlotte.tudway@carlisle-diocese.org.uk

09717993659

ROLE DESCRIPTOR

JOB TITLE:	Education Office Manager
REPORTS TO:	Diocesan Director of Education (DDE)
DEPARTMENT:	Diocesan Board of Education (DBE)
PURPOSE OF ROLE:	<p>To act as the first point of contact for the DBE and their officers (together, the “Education Office”) and to ensure the highest standards of communication and support for our family of church schools.</p> <p>To facilitate the professional and smooth running of the Education Office, including managing scheduling, invoicing, data handling, website management and record keeping.</p> <p>To work closely with the DDE to manage the appointment of school Foundation Governors and Trustees of Educational Charities.</p> <p>To provide high-quality administrative support to the Education Office and our team of Advisers.</p> <p>To act as Clerk to the DBE (including any subcommittees or other relevant meetings as may be required from time to time to support the work of the DBE).</p> <p>To work closely with our current and any future Diocesan multi-academy trust colleagues.</p>
KEY ACCOUNTABILITIES:	<ol style="list-style-type: none"> 1. To provide a welcoming and warm first point of contact (in person, via email or telephone) for the Education Office, consistent with our Christian values. 2. To work closely with the DDE and Deputy DDE to facilitate support and/or training for our church schools, including managing bookings and invoices. 3. To manage the calendar and diary of the Education Office, the DDE and Deputy DDE to support the work of our church schools and the wider work of the Diocese. 4. To liaise with partners, outside agencies and networks for the benefit of the Education Office, our church schools and the wider Diocese. 5. To work with the DDE and Deputy DDE to produce, publish and circulate bulletins, information, policies, agreements or other documents from time to time (including managing the annual Partnership Agreement with schools). 6. To record, monitor and report on income and expenditure. 7. To manage the administrative and financial aspects of Education Team events (training sessions, conferences etc). 8. Handling governor recruitment administration: ensuring suitable and robust nomination processes; managing appointments; record-keeping; pro-actively following up imminent term ends. 9. Regularly reporting to the DBE on governor appointments. 10. Working with the DDE to prepare and circulate DBE papers. 11. Working with Diocesan communications colleagues to keep the Education Office website up to date. 12. Working closely with, and providing support to, our Diocesan MAT colleagues, as appropriate. 13. To undertake other duties that may from time to time be necessary.

PERSON SPECIFICATION	
ESSENTIAL	DESIRABLE
QUALIFICATIONS:	
➤ GCSE A-C (or equivalent) in English and Maths	➤ Further or higher education qualification
RECENT AND SUCCESSFUL EXPERIENCE OF:	
<ul style="list-style-type: none"> ➤ working as part of an office team ➤ use of Microsoft Office apps (including Word, Excel, Outlook, Sharepoint, Powerpoint and Publisher) ➤ managing invoices and maintaining accurate financial records and databases 	<ul style="list-style-type: none"> ➤ working in a school context ➤ being part of a worshipping school or church community
SKILLS AND KNOWLEDGE	
<ul style="list-style-type: none"> ➤ excellent communication skills, oral and written ➤ excellent numeracy skills ➤ exemplary organisational skills including attention to detail and the ability to maintain accuracy despite changing priorities and interruptions ➤ ability to produce accurate minutes of meetings ➤ ability to undertake basic desktop publishing ➤ ability to learn quickly, understand new systems and know when to ask for help 	<ul style="list-style-type: none"> ➤ an understanding of Church of England schools and some of the ways in which they differ from community schools ➤ an understanding of safeguarding procedures in a school context
PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> ➤ a warm and approachable manner, the ability to relate to a wide range of colleagues and professionals and to listen to and care for others ➤ a commitment to supporting the Christian ethos of our schools ➤ the ability to handle sensitive information, ensuring confidentiality when needed ➤ a desire to work as part of a team in a collaborative environment, whilst also being able to work as a 'self-starter', able to take forward agreed tasks independently ➤ flexibility and a recognition that in a small team, priorities and work patterns vary from time to time and that professional composure under pressure is important ➤ willingness to swap work patterns, including working some evenings and/or weekends for particular events ➤ willingness to undertake relevant training as required 	<ul style="list-style-type: none"> ➤ a reflective attitude with the ability to develop and grow in the role by building on successes and recognising and learning from difficult situations ➤ a commitment to supporting the wider work of the Diocese and the Church of England (beyond the Education Office)

DIOCESAN ENVIRONMENT & STAKEHOLDER NETWORK

FINANCIAL IMPACT:

(How much and for what)

- Partnership Agreement income (c. £30,000); and
- Training revenue other than our SLA (c. £2,000)

You would play a supportive role in managing these.

INTERNAL NETWORK:

- Director of Education; Deputy Director of Education; Chair and Members of the Carlisle Diocesan Board of Education;
- Bishops of Carlisle and Penrith;
- Diocesan Secretary;
- Archdeacons;
- God for All team members;
- Diocesan Board of Finance Team;
- Good Shepherd Trust Team

EXTERNAL NETWORK:

- Headteachers and school staff;
- School governors, trustees and members;
- Mission Community leaders;
- Local ministers including Rural Deans, clergy, ministers (including ecumenical church leaders), lay leaders, volunteers and any other supportive members of the local community;
- Partnership of North-Western Dioceses;
- Cumbria Alliance of System Leaders (CASL)
- Cumbria Local Alliance of System Leaders (LASL)
- Standing Advisory Council on Religious Education (SACRE)
- Church of England Foundation for Educational Leadership (CEFEL)
- Church of England Education Office (CEEO)
- Department for Education (DfE)
- Regional Schools Commissioner (RSC)
- Education and Skills Funding Agency (ESFA)

POST APPOINTMENT ONLY**BENEFITS**

Salary:	£26,527
Hours:	Full time (flexible working/reduced hours/job sharing would be considered)
Pension:	Non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Place of work:	Office space at Church House, Penrith
Car:	Mileage (to places other than your Place of Work) paid at 45ppm
Mobile phone:	Smartphone with remote access to email provided
Expenses:	Agreed work-related expenses fully covered
Leave:	<ul style="list-style-type: none"> • 26 days (pro-rata) annual leave plus public holidays • Additional time off between Christmas and New Year at the discretion of the employer • Flexi-time system in operation, including time off in lieu of hours worked at evenings and weekends

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of all, and expect staff to share that commitment. The successful candidate will require enhanced DBS clearance.

TRAVELLING AROUND THE DIOCESE

It is expected that the successful candidate will be able to make their own way to external meetings. Due to the geographic nature of the Diocese, this is not always possible by public transport so other means of transport will be required.

PROBATIONARY PERIOD

This post will include an initial 6-month probationary period.

Authorised by line manager:

Date:

This role, and its associated documentation, has been fully explained to me. I understand and accept its content and my responsibilities.

Signature of post holder:

Date: