

Peterborough Diocesan Board of Education

Executive Assistant to the Director of Education

Primary Purpose:

To work conscientiously for the Director of Education and the Diocesan Board of Education, serving and supporting the Director, the Directorate and the Board, with its Officers and Consultants, in delivering the vision and strategy of the Diocesan Board of Education, as a PA, operations manager & executive administrator, with excellence.

Principal Duties and Responsibilities:

1. To support the work of the Director of Education, Associate Director of Education, Assistant Director of Education, Education Officers and Consultants, by:

- acting as an executive PA for the Director, Associate Director and Assistant Director, providing excellent PA and administrative support for the Directorate
- using all the main Microsoft packages (Word, Publisher, Excel) effectively to present and market the work of the DBE and its officers effectively, and celebrating schools' successes imaginatively and creatively
- preparing well-presented reports, using educational data from a range of sources, and analysing reports, in order to provide helpful factual summaries and appropriate recommendations
- making the Church schools section of the website progressively more attractive and user friendly
- ensuring the CMS database is always up to date and ensuring GDPR compliance in all aspects of the DBE's work.

2. To provide administrative leadership and management support, including:

- proactively anticipating fluctuations in the Education Team and DBE workload, overseeing administrative tasks effectively through to completion and managing priorities accordingly
- proactively leading on the organisation and development of the Education Team's and DBE's administrative systems
- courteously leading on all urgent internal and external communications, on behalf of the Education Team and the DBE, in the absence of a member of the Directorate
- advising, training, managing and leading any additional administrative staff in the Education Team, re. Directorate and DBE administrative processes and procedures.

Secondary Purpose:

To ensure that all routine administrative duties and responsibilities are fulfilled and completed in a timely manner, whilst keeping all processes and systems under review, evaluating them and continually improving them, year on year.

Routine Administration Duties and Responsibilities:

1. To support the work of the Director of Education and Education Officers, by:

- being proactive in planning forward, whilst dealing with immediate matters efficiently and in the most appropriate priority order
- undertaking mailings to schools
- producing reprographic support to officers as and when required
- marketing and managing the Service Level Agreement / Partnership Agreement
- producing publicity for training programme and specialist courses, as and when necessary, managing bookings and liaising with attendees and trainers, room bookings, catering bookings, room set up and tidy up on day, processing invoices from trainers and invoicing attendees, providing all paperwork for trainers, delegates and attendees
- dealing with all the organisational and administrative arrangements for the DBE's educational conferences effectively
- co-ordinating DBE representation at Ofsted and SIAMS inspection feedback meetings
- collating the written reports of the Diocesan Schools Consultants
- arranging Bespoke Projects, as required, liaising with the relevant member of the Directorate, Diocesan Schools Consultants and schools checking on progress of projects.

2. To support the work of the Directorate and the Diocesan Board of Education, by:

- being the first point of contact for general enquiries, meeting and greeting visitors, and answering the telephone
- maintaining the diary of meetings for the DBE and its committees.
- providing administrative support to the DBE and its committees: formulating agendas and minutes; collating and distributing briefing papers; assisting in ensuring any action points, arising from meetings and minutes, are progressed
- maintaining the DBE's filing systems, both hard-copy and digital
- ensuring the DBE's website is up to date and relevant.
- ensuring invoices are forwarded on to the Finance Officer and to the Director
- ensuring that records are up to date and legal, and the database is cleansed as and when necessary, to comply with all GDPR requirements.

3. To support schools by administering the School Admission and Appeals processes, by:

- being the first point of contact for parents and schools answering queries about diocesan appeals, advising on the appeals process, sending out all paperwork according to the code of conduct to parents, panellists, clerk to the appeals and schools
- helping schools write their Statements of Case
- updating and sending out model admission policies
- administering the processes re. measurements and invoicing schools
- checking and advising on school admission policies and procedures
- booking rooms, providing catering on day of appeal, setting up and tidying rooms, and providing welcoming reception work or making sure it is covered on the day
- sending all paperwork after the appeals to parents and schools, updating database appeal entries, invoicing for appeals, keeping insurance up to date, liaising on and helping with ESFA complaints.

4. To support the governance of Church of England schools, by:

- managing the process for the appointment and re-appointment of foundation governors, liaising with the schools, clerks to the Governing Boards, applicants and PCCs, as appropriate
- providing help and guidance to schools wanting to re-write or amend instruments of governance
- reviewing and developing the Board's governor appointment paperwork and processes
- liaising with Governor Services to ensure records are up to date
- assisting in organising the annual training offer for governors
- keeping details up to date of applicants and governing boards
- distributing Governing Body minutes and ensuring up to date minutes are received
- helping to identify possible members and directors to represent the DBE / PDCST in MATs (multi-academy trusts) and SATs (standalone academy trusts), and managing the process of their appointments.

5. Administering rental property leasehold responsibilities re. DBE and tenant responsibilities by:

- using a property management checklist to know that we and our delegated managers of DBE properties have completed all required responsibilities, covering (for example):
 - Insurance
 - Gas Safety checks and boiler servicing
 - Lease renewal
 - Condition checks
 - Visits
- maintaining a file of all leases and deeds for our properties
- maintaining a file of contracts with property managers.

6. Other appropriate duties as may be required from time to time.

Reporting to: Diocesan Director of Education

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<p>Good GCSE and equivalent additional qualifications to A Level</p> <p>Very good English language qualifications</p>	<p>PA / secretarial / operations manager qualifications</p> <p>Education to degree standard</p>
Experience, knowledge and understanding	<p>Extensive, significant and successful experience in a senior administrative / operations manager role, working at a high level</p> <p>Experience of managing computerised databases</p> <p>Experience of prioritising workload, time management and dealing with conflicting priorities</p> <p>Knowledge and understanding of educational matters relating to primary and secondary schools</p>	<p>Successful experience as a PA</p> <p>Previous experience in a similar position, with comparable responsibilities</p> <p>Knowledge and understanding of different forms of school and academy trust governance</p> <p>Knowledge and understanding of Diocesan Boards of Education</p>
Skills	<p>Able to provide a warm welcome and hospitality for guests</p> <p>Able to consistently work with a high level of precision and accuracy in all aspects of work</p> <p>Able to use Microsoft Office packages effectively, for design and layout of documents</p> <p>Able to manage websites, and to present website information attractively and simply</p> <p>Able to take accurate minutes</p> <p>Able to type quickly and accurately</p> <p>Good communication skills, verbal and written</p> <p>Able to use correct grammar fluently</p> <p>Able to lead and motivate staff</p> <p>Able to supervise children and young people at schools events</p>	
Personal qualities	<p>Always friendly and caring</p> <p>Sociable and able to deal with a wide range of people, to quickly build rapport and act with patience, sensitivity and tact</p> <p>Resilient, reliable, organised, and committed to high standards</p> <p>Able to maintain confidentiality</p> <p>Able to use own initiative</p> <p>A problem solving, solution focused approach</p> <p>A great team player, with loyalty, integrity and imagination</p> <p>A collegiate and consultative leader</p> <p>Enthusiasm for engaging with further professional development training</p> <p>Totally committed to the pursuit of excellence in all aspects of work</p>	<p>Fully supportive of the mission of the Diocese and the work of the Diocesan Board of Education and its Education Department</p> <p>A member of the Church of England or of a church within Churches Together in Britain and Ireland</p>

PETERBOROUGH DIOCESE

Diocesan Board of Education Executive Administrator

MAIN TERMS AND CONDITIONS OF EMPLOYMENT

Employer	The Peterborough Diocesan Board of Education (PDBE)
DBS Check	A Disclosure & Barring Service check is required for this post.
Probationary Period	The appointment is subject to a 6 month probationary period.
Hours	<p>This is a full-time post, working 40 hours per week, Monday to Friday; including all 39 school term time weeks, plus 6 weeks and 2 days during school holidays (with the facility to work largely from home, but being based at Bouverie Court in Northampton on days when courses and meetings are taking place in term time).</p> <p>The core hours are between 8.30am – 5.00pm, with half an hour for lunch (8.00am – 4.30pm working hours would be perfectly acceptable though, if preferable).</p> <p>Occasional working outside these hours will be required, with time off in lieu, each term.</p>
Salary	Remuneration for the post will be £30,000 - £35,000 and based on a full-time contract which includes pro rata holiday entitlement.
Pension	The PDBE offers a 10% non-contributory pension scheme organised by the Church of England Pensions Board from whom further details can be obtained on request.
Place of Employment	The post will be partly home based (if the postholder wishes) and partly based at the Education Office, Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD, with occasional travel to other venues (e.g. for the termly Headteachers' Conference)
Holidays	25 days per year plus statutory holidays (8 bank holidays), and time off in lieu for additional hours worked. 3 additional days are also allocated by the DBE around the Christmas period.
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles).
References & DBS	Referees given on the application form will be approached before interview unless otherwise specified. All offers of employment are subject to the receipt of satisfactory references and an enhanced Disclosure and Barring Service check.
Start date	By negotiation.