

**DIOCESE OF CHICHESTER
DIOCESAN BOARD OF FINANCE**

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	School Governance and Admissions Officer (0.7 FTE)
Department:	Education
Reports to:	Deputy Director of Education
Key working relationships:	Director of Education Diocesan Board of Education Diocesan Governance Support Officer The Education Team Headteachers, Chairs of Governors and school leadership teams School Governance Professionals Multi Academy Trust (MAT) CEO's and Governance Professionals Local Authority Officers
Place of work	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

Main purpose of role

The School Governance and Admissions Officer will work closely with the Director of Education and Deputy Director of Education to act as the lead officer for school governance and admissions for all Church of England schools across the Diocese of Chichester.

The School Governance and Admissions Officer will provide advice and support to headteachers, staff, governors and clergy of Church of England schools and academies specifically related to the Admissions code of practise and issues relating to compliance and governance.

Principal duties

1.0 Admissions

- 1.1. To oversee, commission and lead support related to admissions, as necessary, in liaison with the relevant Local Authority (LA) and the Department for Education (DfE), for each Church school in need of advice on the Admissions Code of Practice.
- 1.2. To provide detailed advice to governors and head teachers on administering their process of Admissions and dealing with complex issues.
- 1.3 Develop robust systems for school admissions consultations and advice.
- 1.4 Check admissions policy compliance, particularly in relation to oversubscription criteria, and ensure that schools receive timely response to routine consultations.
- 1.5 Report to the Diocesan Board of Education, in line with the DBE Measure 2021 and relevant scheme of delegation, in areas of school admissions and governance. This includes providing reports, statistics and information as required and requested.

2.0. Governance

- 2.1. To advise governors and headteachers on issues of compliance and governance.
- 2.2. To identify Church school training needs by evaluating the impact of past professional development activities; contribute to the annual training programme for Church schools; and to lead courses that take full account of school needs in relation to admissions and governance both nationally and locally.
- 2.3. To work with the administration team within the department to ensure that information on the website and database for Governors is maintained and updated as appropriate. This includes the creation of content.
- 2.4. To advise and support governors and head teachers, alongside their designated School Effectiveness Officer, on the handling of complaints and disciplinary issues in accordance with current legislation, policies and practise.
- 2.5. To advise governing bodies on their instrument of government, including advise on updates and reconstitutions in the case of partnerships and federations where necessary.
- 2.6 To advise MAT's in relation to their responsibilities to gain appropriate DBE consents in line with the Articles of Association and agree processes and procedures between MAT's and DBE's where appropriate.

2.7 To provide support and advise to the Diocesan Director of Education in relation to MAT Articles of Association, ensuring that significant areas of compliance are adhered to, particularly when setting up new trusts or adapting existing articles.

2.8 To liaise with the Governor Services Administrator to approve the appointment of Foundation Governors in church schools on behalf of the Diocesan Board of Education, liaising with schools, parishes, Archdeacons and Local Authorities where necessary.

2.9. Provide pro-active management of the recruitment process in conjunction with the Diocesan Director of Education for academy trustees, SACRE members, schools forum representatives, Local Authority scrutiny panels and other external bodies for which the Chichester DBE is responsible.

2.10. In conjunction with the Governor Services Administrator, ensure that all changes to Governing Bodies are recorded appropriately, ensuring internal records are maintained in a timely manner.

2.11. To liaise with the three Local Authorities to develop links and possible shared training opportunities.

2.12. To manage and coordinate termly Governor Network meetings across the three local authorities.

2.13. To develop a suite of online learning materials for Foundation Governors that can be accessed through the Education website.

2.14. To monitor government policy on the training and development of Governors and to liaise with the relevant national associations.

2.15. Ensure schools receive updates on legislation and good practise that accurately reflects government policy through producing regular and timely articles, contributing to both departmental and diocesan newsletters and guidance as appropriate.

2.16. Work with the Deputy Director of Education and alongside the School Effectiveness Officers to tackle leadership and management issues in schools causing concern in order to raise standards and improve outcomes for children, for example, conducting reviews of governance, mentoring Chairs of Governors, brokering external support for inexperienced Chairs of Governors, advising on governing body self-evaluation.

2.17. To be a representative for the Diocese on Interim Executive Boards of schools, boards of MAT trustees and other groups where appropriate.

3.0. Other responsibilities

- 3.1 To attend termly briefings for schools, the annual Head Teachers Conference, quarterly all staff meetings, diocesan synod when required and any other events such as Leavers Services as deemed necessary.
- 3.2 To attend SIAMS and Ofsted inspection feedback as requested.
- 3.3 To undertake such other duties as may be reasonably required, and to work as a member of the Education team.
- 3.4 Flexibility of work patterns, including evening and out of hours working is expected. This role could require extensive travel within the Diocese of Chichester.

4.0. General responsibilities

- 4.1. The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 4.2. The post holder is required to:
 - support the ethos, aims and objectives of the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - participate in the performance management process;
 - engage in training and continuous professional development activities.
- 4.3. The post holder will be required to travel across the diocese.
- 4.4. The post holder will be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 4.5. The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 4.6. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Review Date: October 2025

Line Manager Signature:

Employee Signature:

Next Review Date:

Terms and Conditions

Probation: The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

DBS disclosure: The appointment is subject to enhanced DBS disclosure.

Salary: The post is offered at a salary of £30,970 per annum (pro-rata FTE £44,242 pa).

Hours of work: The role is offered at 26.25 hours per week/0.7 over 4 days per week.

Pension: The successful applicant will be offered a pension with the Church of England Pensions Board with a 15.1% employer contribution and a flexible employee pension contribution of between 0-6%.

Travel: The post will involve travelling around the Diocese and evening work and occasional work at weekends.

PERSON SPECIFICATION

Criteria		Essential	Desirable
	Educated to Degree level or equivalent	✓	
	Membership of Chartered Governance Institute or relevant professional association		✓
	Experience of having been a school Governor or relevant transferable governance experience.	✓	
		Essential	Desirable
Knowledge	Knowledge of education legislation and regulations particularly in relation to Admissions and Governance for Church schools and academies.	✓	
	An understanding of current government policy regarding School Governance and Admission		✓
	Knowledge and understanding of Multi Academy Trust Articles of Association and governance structures	✓	
	Knowledge and understanding of the DBE Measure 2021 and how this relates to governance and admissions in Church of England schools and academies		✓
		Essential	Desirable
Skills and Abilities	Ability to deliver training to Governors and Head Teachers	✓	
	The ability to establish effective working relationships- especially with governors, head teachers, local and central government	✓	

	officers and other related professionals and office colleagues		
	The ability to work on own initiative and manage workload efficiently.	✓	
	Ability to communicate effectively with excellent verbal, written and presentation skills	✓	
	Relevant adult education experience	✓	
	Good IT skills, including knowledge of Microsoft 365: Word, Excel, Outlook, SharePoint and PowerPoint	✓	
		Essential	Desirable
Personal Qualities	Committed to and confident in the aims and ethos of the Diocese of Chichester and the mission and ministry of the Church of England	✓	
	Commitment to the role that church schools play in the formal education and raising of standards in church schools	✓	
	Willing to work outside normal working hours if required	✓	
	Able to travel to church schools and around the diocese for the purpose of the role	✓	
	A practising communicant member of the Church of England or of a church belonging to a member body of Churches Together		✓