

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title:</b>	Education Administrator (0.8)
<b>Department:</b>	Education
<b>Reports to:</b>	Diocesan Director of Education
<b>Key working relationships</b>	<p>Diocesan Director of Education</p> <p>Deputy Diocesan Director of Education</p> <p>Executive Assistant and Governor Services Administrator</p> <p>School Effectiveness Officer: Christian Distinctiveness, RE &amp; SIAMS</p> <p>Wider Education team</p>
<b>Place of work</b>	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. There is an expectation that at least 50% of the time will be office based due to the collaborative and people-facing nature of the role.

### 1.0 Main purpose of job

- 1.1. This role plays a key part in supporting Church of England schools across the diocese by ensuring clear communication, well-organised events and efficient administration systems.
- 1.2. The Education Administrator acts as a central point of coordination, helping colleagues, schools and partners work together smoothly.

### What will help you thrive in this role

- You enjoy organising information, people and events so that things run smoothly
- You communicate clearly and professionally with a range of audiences
- You are confident managing several priorities and keeping track of detail

- You take pride in being reliable, responsive and supportive to colleagues and schools.

**Encouragement to apply:**

- We welcome applications from people of all backgrounds and communities. You do not need to meet every requirement to apply- if you have strong organisational and communication skills and feel this role would be a good fit, we encourage you to apply.
- We welcome applications from disabled candidates and are happy to discuss reasonable adjustments during the recruitment process.

**Principal duties**

**2.0 School Partnership Agreements and General Administration**

- 2.1. To help administer School Partnership Agreements including liaising with schools to confirm numbers on role annually, dealing with all administration and queries around payments, requesting invoices, liaising with accounts department as necessary and sending out information of services as required.
- 2.2. To answer the education department telephones and deal with straight forward issues, redirecting more complex issues as appropriate.
- 2.3. To take responsibility for the schools@inbox, including answering general queries and forwarding on more complex queries to other team members as appropriate.
- 2.4. To type general correspondence and prepare any associated documents and maintain departmental filing systems for the team, including both the online CRM system and paper-based documentation as required.
- 2.5. To follow up on e-mail bounce backs, find the correct e-mail contact and update this on all relevant systems.
- 2.6. To take minutes of meetings as required, ensuring that these are completed and made available in a timely manner to ensure identified actions can be completed by other team members.
- 2.7. To provide administrative and secretarial support to the Diocesan Director of Education and Deputy Diocesan Director of Education in the absence of the Executive Assistant and Governor Services Administrator.
- 2.8. To support and cover for the Executive Assistant and Governor Services Administrator if required, particularly at times of annual leave or other absence.

- 2.9. To provide administrative support to officers within the department as required, with a particular focus on the provision of support to the School Effectiveness Officer: Christian Distinctiveness, RE & SIAMS
- 2.10. To be able to work with other departments within Church House, including (but not limited to) Governance and Accounts.
- 2.11. To provide reception cover at Church House on a rota basis.

### **3.0. Organising and Servicing of Events, Training and Meetings**

- 3.1. To organise and co-ordinate the Year 6 Leavers Services across the diocese: liaising with schools, venues, clergy, and education department staff.
- 3.2. To create an order of service for the Year 6 Leavers Services and to ensure that the liturgical and musical content is acceptable with senior diocesan staff, liaising with Apostolic Life and senior clergy where necessary.
- 3.3. To event manage each Leavers Service to include the creation of a seating plan for each service, liaising with venue staff on the day, set up and clearing up at the end of each day.
- 3.4. To ensure that there are sufficient members of the education team in attendance at every leavers service, to include final approval of plans by the Deputy Diocesan Director of Education.
- 3.5. To assist in the planning, and lead in the administration, advertising and servicing of, conferences and training courses. To include the booking venues, arranging schedules and timetables, booking refreshments and lunches and dealing with correspondence relating to the event.
- 3.6. To service in-person and online Education training, meetings and events, including room set up, refreshments and clearance.
- 3.7. For online training and events; to schedule Zoom and MS Teams training and webinars, including setting up breakout rooms and polls for attendees. To fully utilise TryBooking for training and events. To administer and service courses, including uploading of materials, onto Moodle. To be available as an administrator throughout the delivery of online training.

### **4.0. Website and Communications**

- 4.1. To send a regular newsletter to school contacts on a monthly basis to ensure that they are aware of the work of the education department within the diocese and aware of any further useful information.
- 4.2. To liaise with other members of the education department to ensure that content on the education department website is kept up to date, easy to navigate and relevant for all schools across the diocese.

4.3. To ensure that the department has a positive presence on relevant social media platforms which are kept up to date with key information about training and events, as well as sharing good news from schools across the diocese.

## **5.0. General responsibilities**

3.1. 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.

3.2. The post holder is required to:

- Work positively within, and 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 and supervision;
- engage in training and continuous professional development activities.

3.3. The post holder may be required to travel across the diocese and (occasionally) to meetings outside the Diocese.

3.4. The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

3.5. 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.

3.6. 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:** March 2026

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:** March 2027

## PERSON SPECIFICATION

Relevant experience may have been gained in a variety of settings, including education, charities, public sector, customer service or office based environments.

Criteria		Essential	Desirable
<b>Qualifications</b>	Good general standard of education	✓	
	Training or qualifications in administration, events management, or digital communications		✓
<b>Experience</b>	Experience providing administrative support in a busy office environment	✓	
	Experience coordinating events, training sessions or meetings (in-person and online)	✓	
	Experience managing shared inboxes and responding to enquiries		✓
	Experience working with databases/CRM systems and maintaining accurate records	✓	
	Experience minute-taking and producing action-focused minutes		✓
	Experience preparing newsletters, website content or social media posts	✓	
<b>Skills and Abilities</b>	Excellent written communication and correspondence skills	✓	
	Strong organisational skills with ability to manage own workload and prioritise effectively	✓	

	Ability to coordinate multiple events and training activities simultaneously	✓	
	Confident in website administration, newsletters and digital communications	✓	
	Strong IT skills, including MS Office, Zoom, Teams and relevant online platforms	✓	
	Ability to work collaboratively within a team and build and maintain positive relationships with schools, clergy and colleagues	✓	
	Understanding of safeguarding, data protection and confidentiality	✓	
<b>Personal qualities</b>	Able to work positively within, and support , the aims and mission of the Church of England	✓	
	Proactive, reliable and self-motivated	✓	
	Flexible and adaptable, able to manage a varied workload	✓	
	Supportive team player with a collaborative approach	✓	
	Willing to travel occasionally as required for the role	✓	
	Full UK driving license and access to car		✓