

**DIOCESE OF CHICHESTER  
DIOCESAN BOARD OF FINANCE**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job title:</b>	School Governance and Admissions Officer (0.7 FTE)
<b>Department:</b>	Education
<b>Reports to:</b>	Diocesan Director of Education
<b>Key working relationships:</b>	<p>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</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 working time will be within the office, unless visiting schools.

**Main purpose of role**

This is a strategic and influential role at the heart of governance across Church of England schools in the Diocese of Chichester. Working alongside senior leaders, governors, trustees and governance professionals as a respected expert in your field.

The School Governance and Admissions Officer will act as a trusted adviser and expert, shaping governance practice, strengthening accountability, and supporting school leaders

and governors to deliver excellent outcomes for children and young people across 154 Church of England schools.

The role requires the ability to interpret complex regulatory frameworks and apply them pragmatically across a varied school landscape.

Through promoting strong, values-led governance, the postholder will play a key role in ensuring that governance reflects both regulatory excellence and the distinctive Christian foundation of Church of England schools.

## **Principal duties**

### **1.0 Admissions**

- 1.1 Provide expert guidance to schools and governing bodies on admissions, ensuring compliance with the School Admissions Code and relevant legislation
- 1.2 Work collaboratively with Local Authorities and the Department for Education to support schools in managing admissions effectively
- 1.3 Develop and maintain robust systems for admissions policy consultation and review
- 1.4 Support governing bodies in applying fair, transparent and inclusive admissions practices that promote equality of access, particularly in relation to oversubscription criteria
- 1.5 Monitor admissions arrangements and provide reports and insights to the Diocesan Board of Education

### **2.0. Governance**

- 2.1 Support and empower governing bodies to develop strong, effective and values-led governance
- 2.2 Act as a trusted adviser to governors, headteachers and trust leaders on governance, compliance and regulatory matters
- 2.3 Provide guidance on governance structures, including instruments of governance, federations and academisation
- 2.4 Support Multi Academy Trusts in understanding their responsibilities in relation to diocesan consent and Articles of Association
- 2.5 Provide specialist advice to Multi Academy Trusts on governance, diocesan consent and alignment between trust governance and Church of England requirements.
- 2.6 Lead and contribute to high-quality training and development for governors and governance professionals
- 2.7 Translate national policy and guidance into clear, practical advice for schools
- 2.8 Support the recruitment, development and succession planning of governors and trustees, particularly Foundation Governors

2.9 Contribute to improving governance in schools causing concern, including governance reviews, mentoring and brokerage of support

2.10 Represent the Diocese on relevant boards, Interim Executive Boards and advisory groups where appropriate

### **3.0. Partnership Working and influence**

3.1 Build strong, collaborative relationships with schools, trusts, Local Authorities, clergy and wider partners

3.2 Coordinate and contribute to governor network meetings across the Diocese

3.3 Work with colleagues to identify and respond to emerging governance needs

3.4 Keep abreast of national developments in governance and admissions and share learning across the Diocese

### **4.0 Communication and Resources**

4.1 Develop accessible and high-quality guidance, training materials and online resources for governors

4.2 Contribute to diocesan communications, including newsletters and updates

4.3 Ensure governance information and resources are accurate, current and easy to access

### **5.0 Wider Responsibilities**

5.1 Actively contribute to the mission and work of the Education Team

5.2 Attend relevant meetings, training events and diocesan activities

5.3 Work flexibly, including occasional evenings and travel across the Diocese

5.4 Undertake any other duties commensurate with the role

### **6.0. General responsibilities**

6.1. The postholder will:

- Support the Christian vision and ethos of the Diocese and Church of England education
- Champion equity, diversity, justice and inclusion in all aspects of the role
- Comply with diocesan policies including safeguarding, data protection, equal opportunities and health and safety
- Engage in ongoing professional development
- Participate in performance management processes
- Contribute positively to a collaborative and inclusive team culture

6.2. The post holder will be required to travel across the diocese for the purpose of the role.

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

6.4. 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.

6.5. 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:** May 2026

**Manager Signature:**

**Employee Signature:**

**Next Review Date:** May 2027

### **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**

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>
	Degree-level qualification or equivalent professional experience	√	
	Experience of having been a school Governor or relevant transferable governance experience.	√	
	Experience of advising, supporting or working with boards or committees	√	
		<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	Knowledge of governance frameworks and structures, particularly within education or similar sector	√	
	Understanding of legislation and regulatory requirements relating to governance and/or admissions	√	
	Awareness of Multi Academy Trust governance arrangements	√	
	Knowledge and understanding of the DBE Measure 2021 and how this relates to governance and admissions in Church of England schools and academies		√

	Knowledge of Church of England education structures and governance		√
	Knowledge of current government policy relating to school governance and admissions		√
		<b>Essential</b>	<b>Desirable</b>
<b>Skills and Abilities</b>	Ability to deliver training and facilitate learning	√	
	Ability to build effective relationships and influence a range of stakeholders	√	
	Ability to manage workload independently and prioritise effectively	√	
	Strong communication skills, including the ability to explain complex issues clearly	√	
	Strong digital skills, including Microsoft 365	√	
		<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>	Willing to engage with the Diocese's mission and values	√	

	Able to understand and support the distinctive Christian vision and ethos of Church of England schools	✓	
	Able to work flexibly, including occasional evenings, with time off in lieu	✓	
	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		✓