



DIOCESE OF Hexham & Newcastle

Job title:	Administrator Education
Employer:	Diocese of Hexham and Newcastle Company registered in England 7732977 Registered Charity No. 1143450
Location:	Department for Education, St Cuthbert's House, West Road, Newcastle NE15 7PY.
Contract:	1 Year Contract
Working Pattern:	Office hours Mon to Fri 8.30am – 4.30pm
Salary:	£27,768 per annum
Grade:	3
Reporting to:	Senior Administrator

Job Description

To provide professional and proactive administrative support to the Diocesan Department for Education.

What will your duties and responsibilities be?

- Provide a general confidential administrative support to the Department for Education
- Take responsibility for projects from start to completion
- Arrange courses and conferences including venues, speakers, equipment and catering
- Administer bookings, payments and databases for courses and conferences
- Attend meetings and conferences as required to facilitate events
- Produce high quality materials using various computer packages
- Record minutes of various meetings as requested
- Process banking and invoice requirements
- Take a lead role in providing support for aspects of the School CPD and Formation Programme
- Respond to internal and external enquiries by telephone and email
- Maintain comprehensive filing systems to a high standard, including archiving and secure disposal of documents
- Welcome and provide hospitality to visitors and callers
- Liaise with other diocesan personnel, groups, schools, parishes and external agencies
- Undertake other reasonable duties by request of the Senior Administrator or Director of Education, Deputy Director of Education or RE and Ethos Adviser.

What skills and experience do you need to apply?

You must have:

- A good level of general education, including GCSEs A* to C in Mathematics and English or equivalent
- Excellent IT skills, including Microsoft Word, Excel and PowerPoint
- Experience in general office and administrative procedures
- Experience of successfully managing a significant project through from start to finish
- Good organisational skills and excellent planning skills with experience of organising meetings and events

- Ability to work with complete confidentiality and integrity, adhering to all internal procedures
- Self-motivation with a good sense of responsibility
- A high attention to detail
- A professional approach with excellent interpersonal skills with the ability to develop good working relationships
- The ability to communicate with confidence at all levels
- Ability to work under pressure to specified deadlines
- A willingness and availability to work flexible hours when required

Essential

- Ability to manage own workload
- Ability to work as part of the team and at pace
- Enthusiastic and proactive
- Genuine integrity, reliability and trustworthiness
- A willingness and ability to embrace change deliver results
- Commitment to the Diocesan values and the high standards in all you do
- Energy, resilience and a sense of humour
- Tact, diplomacy and courtesy
- The right to work in the UK

Desirable

- A good understanding of Catholic schools
- Access to a car and holding a clean UK Driving License.

The post-holder must be conscientious and loyal to the aims and objectives of the Diocese, always having regard to its Catholic character.

Benefits

- 28 days holiday per year plus statutory holidays
- Employer matched pension scheme (up to 7.5%)

How can you apply?

To apply, please send:

- A letter of application outlining why you want to work with us and what you would bring to the role, with demonstrative examples of how your skills and experience would enable you to fulfil your duties and responsibilities.
- A CV, including the names of two people we may approach for professional references
- Applications should be sent by email (Word or PDF format) to human.resources@diocesehn.org.uk or posted to Annie Leaver, Head of Human Resources, Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY.

The closing date for applications is 17:00 Wednesday 25th June 2025.

Other Information

Disabled and Neurodiverse Candidates

If you need to submit your application in another format, please contact annie.leaver@diocesehn.org.uk or you would like to discuss the role, please contact catherine.craig@diocesehn.org.uk or telephone 0191 2433300 and ask for ext:120

This appointment will be subject to:

- Two satisfactory professional references
- The successful completion of a probationary period of six months

The Diocese of Hexham and Newcastle does not hold information for any longer than is necessary in accordance with the Data Protection Regulations 2018. Our candidate privacy notice is available on our website www.rcdhn.org.uk