



DIOCESE OF **Hexham & Newcastle**



Application Pack

**Senior Administrator**

**Department for Education**



## Who are we?

- We are 152 separate Parish Communities, grouped together into 19 Partnerships, within 5 Episcopal Areas
- With an area of 3195 square miles, our boundaries are the border with Scotland in the North and the River Tees in the south
- In the North and West, we have rural communities which are sparsely populated and with limited access to some services. The South and East are urban and more densely populated, with relatively better access to services
- The region's population is 2,368,000, with an estimated Catholic population of 168,500
- We have 128 Primary, 2 Infant, 2 Junior, 3 First, 1 Middle, and 20 Secondary Schools, with 54,190 pupils
- All 156 schools will be within 4 Catholic Education Trusts by July 2022

**Diocesan Vision:** Inspired by the Risen Christ, we aim to be a church where communities of faith flourish, members accept co-responsibility for the building of God's Kingdom, enabling all to live life to the full.

**Diocesan Mission:** A welcoming, worshipping people of God, sharing the Good News, growing as Disciples of Jesus in faith, and living in loving service of others.

## Diocesan Values:

- **Integrity** – Being honest, open and consistent in all that we do
- **Respect** – Respecting every human being, respecting diversity and everyone's different gifts and opinions and respecting our world
- **Trust** – Trusting in God, trusting in each other and trusting in ourselves
- **Service** – Having an attitude of service and using our talents to serve God and our neighbour
- **Compassion** – Seeing God's face in everyone – particularly the poor and the vulnerable

## Diocesan Objectives

The Diocese will ensure the:

- Dynamic growth and renewal of the Church through our Partnerships
- Building of God's Kingdom in community and public life
- Sustainability and resourcing of the Diocesan mission and ministry



### **Job Description**

To manage and provide high quality administration support for the Department for Education.

### **What will your duties and responsibilities be?**

- Provide an integrated high level administration support service to the Head of Education, Deputy Head of Education, Primary and Secondary Advisers
- Personal Assistant duties for the Head of the Department for Education including organising and maintaining diaries and making appointments
- Undertake line manager duties for the Administration Team offering advice, support and setting of goals/targets
- Responsibility for the workload of self and team
- Develop a specialist knowledge of school admissions, recruitment of Catholic senior leaders, and of Catholic School Inspection in order to provide advice to schools and Trusts
- Devise and maintain office systems, including data management and filing, including the secure disposal of closed files and the confidential storage of Inspection documents. Identify and implement improvements to these systems, adhering to Data Protection regulations
- Oversee the maintenance and operation of the integrated diary and timetable for the departments
- Receive and distribute all incoming mail
- Respond to enquiries by telephone, mail and email, passing on to officers enquiries which require more detailed consideration
- Produce documents, briefing papers, reports and presentations
- Supervise and coordinate the dissemination of publicity materials and other relevant correspondence, including monitoring the quality of materials produced
- Co-ordinate and supervise arrangements for conferences, courses and meetings, including booking suitable venues, negotiating costs, liaising with speakers, costing delegate fees, processing bookings and attending to ensure efficient organisation of the event, paying invoices
- Supervise the provision of welcome and hospitality to visitors and callers, including managing strict adherence to protocols
- Completion of the annual Catholic Education Service Census
- Record minutes of meetings as requested
- Liaise with the Department for Finance for invoice payments and requests
- Liaise with the Department for Communications
- Develop effective relationships with all Diocesan departments to ensure a coherent approach to the work of the Diocese
- Manage the departmental stationery and resource requirements, complying with the diocesan ordering policies
- Maintain and promote good relationships among all who are associated with the work of the Diocese
- Undertake other reasonable duties by request of the Head/Deputy Head of Department

## **What skills and experience do you need to apply?**

### **You must have:**

- A good level of general education, including GCSEs A\*-C/L5+ in Mathematics and English
- Excellent IT skills, including Microsoft Word, Excel and PowerPoint
- Strong experience in general office administration
- Experience of leading and managing a team
- Strong organisational skills and time management skills, with the ability to multi-task, plan and prioritise in a busy working environment
- A professional approach with excellent interpersonal skills with the ability to develop good working relationships
- Experience of successfully managing a significant project through from start to finish
- The ability to stay calm when under pressure, and be proactive and logical
- The ability to work with complete confidentiality and integrity, adhering to all internal procedures
- A good sense of responsibility, punctual and reliable
- Accuracy and attention to detail, particularly in the written form
- The ability to communicate with confidence at all levels
- A willingness and availability to work flexible hours when required
- Evidence of ongoing professional development
- Full driving licence and access to a car

### **It will be good, but not essential, if you also have:**

- Knowledge of the principles that underpin Catholic education

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

## **Key Attributes**

- Enthusiastic and proactive
- Genuine integrity, reliability and trustworthiness
- Generosity of spirit
- Flexibility – a willingness and ability to embrace change and work hard
- Commitment to the highest standards
- Commitment to finding solutions
- Energy, stamina, resilience – and a sense of humour
- Disciplined approach to following up on outstanding queries
- Tact and courtesy

Due to Covid 19, working from home may be required.

## **What will we offer you?**

- Salary: £25,194 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary
- Hours: Full-time – generally 8.30am to 4.30pm with occasional evening work – flexible working may be available
- Contract: Permanent – subject to satisfactory probationary period
- Holidays: 28 days holiday per year plus statutory holidays
- Cycle to Work Scheme

- Location: Diocese of Hexham and Newcastle, St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY. Home working is available (current trial period) although attendance in the office may also be required.

### **How can you apply?**

To apply, please send:

- A letter of application saying why you want to work with us and what you'd bring to the role, with 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
- Please send these by email to [human.resources@diocesehn.org.uk](mailto:human.resources@diocesehn.org.uk)

If you would like to discuss the role, please contact Deborah Fox by email [deborah.fox@diocesehn.org.uk](mailto:deborah.fox@diocesehn.org.uk) or telephone 07702 235326

### **Critical dates:**

Deadline for applications: 31 January 2022

This appointment will be subject to:

- Two satisfactory professional references
- Evidence of right to work in the UK
- Completion of mandatory safeguarding training

*We won't hold information you give us longer than necessary. Our candidate privacy notice is available on our website [www.rcdhn.org.uk](http://www.rcdhn.org.uk)*

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