



DIOCESE OF **Hexham & Newcastle**

# **Senior Administrator**

**Department for Education**



**Candidate Pack**

# INTRODUCTION

---

The Diocese of Hexham and Newcastle is the sixth largest Diocese in England and Wales and is situated in the north-east of England. With an area of 3195 square miles, the boundaries are the border with Scotland in the north and the River Tees in the south. The Diocese consists of 152 separate parish communities, grouped together into 19 Partnerships, within five Episcopal Areas. The population of the region is 2,368,000, with an estimated Catholic population of 214,257. The Diocese is under the leadership of Bishop Stephen Wright who was installed as the fifteenth Bishop of Hexham and Newcastle on 19 July 2023.

There are 156 schools serving 54,000 pupils and their families of which there are 128 primary schools, two infant schools, two junior schools, three first schools, one middle school, and 20 secondary schools. In December 2019, an academy policy was shared whereby all existing academies and voluntary aided schools would become academies within four Catholic Education Trusts. 151 schools are now within the four Catholic Education Trusts.

The four Trusts are situated in the north, south, east, and west of the Diocese. They are built on the principle of families of schools so that secondary schools and their feeder schools are within the same Trust. Each Trust has five secondary schools.

- Bishop Bewick Catholic Education Trust serves the north of the Diocese and consists of 39 schools in Northumberland, Newcastle, and North Tyneside.
- Bishop Chadwick Catholic Education Trusts serves the east of the Diocese. It consists of 30 schools in Sunderland, South Tyneside, and East Durham. This will grow to 34 schools.
- Bishop Hogarth serves the south of the Diocese. It consists of 35 schools in Darlington, Hartlepool, South Durham and Stockton.
- Bishop Wilkinson Catholic Education Trust serves the west of the Diocese and consists of 47 schools in North Durham, Gateshead, Northumberland, and Washington. This will grow to 48 schools.

## Diocesan Values

Integrity | Respect | Trust | Service | Compassion



# Diocesan Department FOR EDUCATION

---

The Diocesan Department for Education (DDfE) assists the Bishop, in his responsibility for 156 schools, to ensure that they are successful, that they act in accordance within the Trust Deed of the Diocese, and to ensure that:

- there are sufficient places in Catholic schools to meet the needs of Catholic children resident in their areas;
- the formation and education provided by the schools is authentically Catholic; and
- the educational standards are outstanding.

On behalf of the Bishop and Members, the DDfE works with the Catholic Education Trusts to ensure delivery of the objects of the multi academy companies.

As part of our mission and aims the DDfE remains committed to providing the best possible service to all of our schools in order that they are able to deliver the best possible Catholic education to all of our children and young people across the diocese. In order to achieve this the DDfE team are committed to the efficient running of the department.

Catholic schools have a significant part to play in the mission of the Church. Our Diocesan schools make a strong contribution to education across 10 local authority areas: Northumberland, Newcastle, Gateshead, North Tyneside, South Tyneside, Sunderland, County Durham, Darlington, Hartlepool and Stockton-on-Tees.

We are committed to working in partnership with all of our schools and Catholic Education Trusts.



# SENIOR ADMINISTRATOR

---

## Job Description

The Senior Administrator supports the Department for Education by managing and providing high quality administrative support.

## Duties and Responsibilities

- Manage an integrated high level administration support service to the Director of Education, Deputy Director of Education, Primary and Secondary Advisers
- Personal Assistant duties for the Director of 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
- 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 Department
- 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 required
- Liaise with the Department for Finance for invoice payments and requests
- Liaise with the Department for Communications to keep the website up to date
- 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
- Maintain and promote good relationships among all who are associated with the work of the Diocese
- Undertake other reasonable duties by request of the Director/Deputy Director of Education



# Personal Specification

## Essential Criteria

You must have:

- A good level of general education, including GCSEs A\*-C/L5+ in Mathematics and English
- Excellent IT skills, including Microsoft Outlook, Word, Excel, PowerPoint, Teams, Forms, Canva (or equivalent graphic design software) and Zoom
- 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

## 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

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



# PAY AND CONDITIONS

---

## Salary

£28,899 pa and a workplace pension scheme where we match up to a maximum of 7.5% of your salary

## Contract

Permanent – subject to satisfactory probationary period

Hours of work: Full-time, generally 8.30am to 4.30pm

## Location

St Cuthbert's House, West Road, Newcastle upon Tyne, NE15 7PY

## Benefits

- Holidays: 28 days holiday per year plus statutory holidays
- Cycle to Work Scheme
- Free on-site parking
- Employee health and well-being support

# APPLICATION PROCESS

---

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 Catherine Craig, Deputy Director by email [Catherine.Craig@diocesehn.org.uk](mailto:Catherine.Craig@diocesehn.org.uk). For further information on the Diocese of Hexham and Newcastle and the Department for Education visit [www.diocesehn.org.uk](http://www.diocesehn.org.uk)

Deadline for applications: 11 September 2023



# OTHER INFORMATION

---

This appointment will be subject to:

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

## **Safeguarding**

The Diocese of Hexham and Newcastle is committed to safeguarding all children and vulnerable groups at risk within its community. All employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures. In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding policies and procedures.

## **Data Protection**

We won't hold information you give us longer than necessary. Our Candidate Privacy Notice is available on our website [www.diocesehn.org.uk](http://www.diocesehn.org.uk)

Registered Charity Number 1143450

Company Limited by Guarantee Company Number 7732977

The mission of schools is to develop a sense of truth, of what is good and beautiful. And this occurs through a rich path made up of many ingredients. True education enables us to love life and opens us to the fullness of life.  
(Pope Francis – Address to Italian School Teachers – 10 May 2014)

