

RECRUITMENT PACK

Come
join us



ADMINISTRATOR

MARCH 2024

Who we are and what we do?

The Lincoln Diocesan Board of Education is a charitable company, which supports the 142 Church of England schools in the Diocese of Lincoln (Lincolnshire, North Lincolnshire and North East Lincolnshire).

We serve a family of 142 schools and academies through our recently launched vision for education <https://www.lincolndiocesaneducation.com/vision>. Taking strength, purpose and motivation from the belief that every child should be enabled to be all that God intends, our key vision drivers are ‘Called, Aspirational, Rooted and Empowering’ (CARE):

- **CALLED** – we are called to serve all adults and pupils in our school communities so that they may live life to the full.
- **ASPIRATIONAL** – We will work together with the support of God to break down barriers and be aspirational for all.
- **ROOTED** – Our schools are rooted by a Christian foundation, through Christian hope and the love of God. Our work is driven by our deep roots of faith, hope, love, family, partnerships and links with the church and community.
- **EMPOWERING** – The LDBE empowers church school leaders and pupils to be agents of positive change so that church schools can serve the common good in deeply Christian ways.

In this role, as one of three administrators, you will support the Director of Diocesan Education, Canon Paul Thompson, and his dedicated team of educators, school advisers and associate advisers in driving forward the vision of the Board of Education in a changing educational landscape.

It will be your responsibility to maintain and strengthen our systems and processes. The team provides administrative support in many areas including compliance such as DBS checks, admissions, GDPR, academy conversions, school governance, training, conferences and bringing schools together for our unique annual Church Schools’ Festival in Lincoln Cathedral. We support school leaders, educators and governors in schools to develop strong, resilient and vibrant learning communities responsive to their local and geographical contexts. The role is varied and requires an effective administrator with strong organisational and interpersonal skills.

We recognise that not everyone has experience of working in an educational or Christian organisation. If this is the case, we will support you in gaining knowledge and understanding of the context of ‘church schools’ and in gaining an understanding of the Christian values we hold as an Anglican organisation.

**Administrator
PERSON SPECIFICATION**

Essential	Desirable	Assessed by
Qualifications		
<ul style="list-style-type: none"> GCSE (or equivalent) including English and Maths 	<ul style="list-style-type: none"> Business or secretarial qualification Further education qualifications 	AF
Experience		
<ul style="list-style-type: none"> Successful experience of working in an administrative capacity in an office-based environment Experience using Microsoft Office 	<ul style="list-style-type: none"> Experience of working for an education or diocesan organisation Experience of using Microsoft Teams or Zoom 	AF / T
Knowledge, skills and abilities		
<ul style="list-style-type: none"> Excellent literacy and communication skills (written and spoken) Strong organisational and administrative skills Ability to plan and manage complex work schedules Able to prioritise tasks Ability to work independently and use own initiative as well as follow instructions Competent in using a range of IT programmes and able to learn new technologies to contribute to, and improve, personal and team efficiency and effectiveness 	<ul style="list-style-type: none"> Experience of effectively maintaining databases Knowledge of school governor organisation 	AF / T
Qualities and attributes		
<ul style="list-style-type: none"> Understanding of confidentiality and professional boundaries Strong interpersonal skills with demonstrable ability to build and develop partnership with a range of stakeholders Friendly and professional approach with awareness of others' needs Adaptable and flexible Positive confident attitude 	<ul style="list-style-type: none"> Knowledge of Data Protection / GDPR 	AF / I / R
Values and Vision		
<ul style="list-style-type: none"> An understanding of and commitment to working within the aims, values and beliefs of a Christian organisation Able to work in sympathy with the Church of England's Vision in Education Ability to motivate and empower others to carry out the Church of England and Diocesan Vision for Education 		AF / I
Other requirements		
<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of vulnerable groups 		AF / I

AF – Application Form T – Task I – Interview R – Reference

Job Description

Post	Administrator
Salary	£25,000 pa (would consider term time only + 3 weeks pro rata)
Responsible to:	Diocesan Director of Education
Core Purpose	<p>The main purpose of this role is to:</p> <ul style="list-style-type: none"> • Provide administration support to the DBE team and schools/academies in areas of compliance including DBS checks, Admissions, GDPR and academy conversions and governance
Key Tasks & Responsibilities	<p>Manage the effective administration required by</p> <ul style="list-style-type: none"> • Supporting schools with the administration of the appointment of foundation governors • Developing constructive working relationships with all stakeholders • Supporting the administration of income generation opportunities • Ensuring diocesan policies and guidance papers are promoted to schools and academies. • Signposting access to appropriate legal advice, support and guidance for the Diocesan Board of Education, Governing Boards and Church Multi Academy Trusts • Supporting the maintenance of key documents including policies, guidance materials, records and reports. • Providing administrative support ensuring that all DBS checks for volunteers and staff are carried out and recorded in line with legislation. • Providing administrative support to meet legal requirements related to General Data Protection Regulations (GDPR) <p>Other Duties</p> <ul style="list-style-type: none"> • To take minutes of DBE meetings as required. • To collaborate with other staff in promoting the life of the Diocese • To maintain confidentiality at all times • To work with courtesy, sensitivity, tact, and flexibility • To participate actively in appraisal processes • To participate in appropriate professional development • To be aware of and act in accordance with all relevant policies including the DBE Safeguarding processes, Health and Safety, Equal Opportunities, Data Protection legislation and procedures, DBE financial processes • To undertake such other duties as may be reasonably required.
Additional Information:	<p>The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to this post. Attendance at evening meetings may be required as will the need for occasional travel to schools and other key educational settings.</p> <p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time-to-time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p>
Compliance	The post holder is required to carry out the duties in accordance with all relevant policies including the LDBE Safeguarding processes, Health and Safety, Equal Opportunities, Data Protection legislation and procedures and financial processes.

Main Terms & Conditions
Administrator – Permanent and Full time
(would consider term time only + 3 weeks pro rata)
Start date – As soon as possible

Hours of Work: Core office hours are 8.30am until 5pm.

Remuneration: Salary £25,000 (pro rata for term time only) and a defined contribution pension scheme with a death in service benefit.

Holiday: 25 days plus statutory holidays.

TOIL: In addition to the holiday entitlement, time off in lieu (TOIL) is awarded for any meetings held outside of the core hours. This by agreement with line manager.

Location: The central team office is based at Edward King House, Minster Yard, Lincoln, LN1 1PU but working from home could be negotiated for part of the week.

Professional: Active participation in professional development is a requirement of the job.

Notice: After completion of a probationary period of six months, notice of one month must be given by either side.

Disability: The Lincoln Diocesan Board of Education seeks to meet the needs of people with disabilities. Due to the historic nature and geographic location of Diocesan property, our ability to comply with the Disability Discrimination Act is limited. Please discuss with us any appropriate adjustments that we can make if necessary.

No Smoking Policy: The Diocese operates a staff no smoking policy on its property, including the office and its grounds.

Selection Procedure/Timetable

Thank you for your interest in the post of Administrator. If you need any further information or have any queries, please contact Paul Thompson in the first instance on 01522 50 40 10 or by email paul.thompson@lincoln.anglican.org . Canvassing of members of the selection panel or likely members of the panel will disqualify candidates from appointment.

Applications

Application Forms, together with the Equal Opportunities Monitoring Form, should be returned to Ellen Cross by email to:

ellen.cross@lincoln.anglican.org to be received no later than **12 noon on Thursday 18th April**

Shortlisting

Shortlisting will take place on **Monday 22nd April**. In order to ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet each of the essential criteria outlined in the Person Specification.

Notification of the outcome of your application

All applicants will be advised of the outcome of the shortlisting process. Candidates who have been shortlisted for interview will be notified by **Tuesday 23rd April**. Please give as many contact details as possible so that we can reach you by telephone or email if possible.

Interview Day

This will take place on **Friday 3rd May**. It is intended that the day will involve a short task and a formal interview. The details of the interview panel will be communicated at the time of invitation to interview.

Decision

It is anticipated that a decision in principle will be made within 24 hours of the selection day.

Equal Opportunities

The LDBE promotes diversity and wants a workforce which reflects Christian values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

Safeguarding

The LDBE is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an Enhanced criminal record check via the DBS.

Candidate Charter

Your experience as a candidate applying to Lincoln Diocesan Board of Education (LDBE) is incredibly important to us. We will follow the principles set out within our Candidate Charter which are consistent with our values as a Christian organisation <https://www.lincolndiocesaneducation.com/vacancies>.