

Job Description

PA to the Director of Education

Background

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

The work of the Education Team is overseen by the Diocesan Board of Education (DBE). Its overarching vision statement is set out below:

Immeasurably more than we can imagine!

Our passion and ambition is to see children in all our schools and academies achieve excellent educational outcomes alongside developing and growing into their potential as individuals made in the image of God. Our culture is one of high aspiration rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. We have a desire to see Norfolk, and our schools in North East Suffolk, and its education system recognised as a place of aspiration, achievement and hope whether living in a rural area, coastal community, market town or the city of Norwich

The team consists of four staff – Director of Education, RE / Christian Distinctiveness Adviser, School Estate and Finance Officer and this PA role.

Ethos and Values

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

Purpose of the role

To provide efficient and effective administrative and secretarial support to the Director of Education and the Education Team, helping them make the best use of their time by dealing with secretarial and administrative tasks.

Key working relationships

Line manager	Director of Education
Positions managed	None
Internal	Diocesan Board of Education (DBE) Academy Trust Boards, CEOs and academy improvement teams Diocesan School Support Officers (DSSOs) Parish Support Team Colleagues
External	Clergy and laity of the Diocese School and academy leaders and governors Local Authorities (Norfolk and Suffolk) Other Diocese Norwich Cathedral education office Department for Education / Regional Schools Commissioner Church of England Education Office

Main duties and responsibilities

- Full administrative and secretarial support to the Director of Education (DDE) and other managers within the Diocesan Board of Finance (DBF) education team as directed e.g. RE Adviser
- Manage multiple email accounts; replying and signposting queries appropriately
- Answer phone calls, enquiries and requests, often corresponding on behalf of the DDE
- Liaise closely with team members, delegating incoming requests where appropriate and assisting in solutions
- Proactively manage diaries and arrange meetings
- Organise travel arrangements
- Ensure the Director is well prepared for meetings
- Maintain filing systems and records in relation to all aspects of the DDE's area of work ensuring compliance with the General Data Protection Regulations (GDPR)
- Manage financial administration for the Education Team, such as coding invoices and expenditure
- Compile agendas and supporting papers, attend meetings and take minutes and action points from meetings
- Prepare documents, briefing papers and letters
- Organise events within the department ensuring rooms, refreshments etc are prepared
- Support to Diocesan events, as and when required
- Post/reception duties as required
- Support the Executive Secretariat, as and when required
- Provide support to enable the effective administration and excellent customer service to all who contact the Parish Support team through assisting with tasks such as answering the phone, meeting visitors and being part of the back-up rota.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position

Person Specification

	Essential	Desirable
Qualifications and Experience		
Experience in similar roles	X	
Experienced administrative, organisational and committee skills	X	
Previous experience of working as a Personal Assistant		X
Knowledge and Skills		
Strong IT skills, competent use of Microsoft Word, Excel, Outlook and PowerPoint programmes	X	
Exceptional written and oral communication skills	X	
Strong interpersonal skills, and the ability to deal with people at all levels including tact and diplomacy	X	
Very good attention to detail, accuracy and thoroughness in all aspects of work	X	
Ability to manage a high volume workload and respond effectively to changing priorities	X	
Ability to work to deadlines and stay calm under pressure	X	
Ability to develop effective administration and support systems	X	
Good record keeping skills	X	
Discretion and an understanding of confidentiality issues	X	
Experience using web-based databases		X
Personable Attributes		
Calm and professional disposition	X	
Methodical and thorough approach to work	X	
Able to work without detailed guidance and close support	X	
Team player and good collaborative skills	X	
Able to communicate clearly and effectively with others	X	
Flexible, adaptive and responsive to changing working needs	X	
Self-motivated and able to enthuse others	X	
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich	X	
Worshipping member of a Christian community		X
Availability		
The job involves attendance at events at a range of venues around the county, some on weekends, early mornings or late evenings. Notice will be given of these and time off in lieu is available.	X	
Has a full valid driving license and use of a car	X	

Summary of Terms and Conditions

Role	PA to the Director of Education
Salary	Band C – £22,661 per annum (pro-rata of £28,327)
Hours	Part time - 28 hours per week
Pension	Enrolment in the NDBF defined contribution scheme a contributory scheme with a 5% contribution by NDBF and 3% by the employee, plus in-service life cover.
Annual Leave	Pro rata of 25 days plus 8 public holidays, plus fixed days between Christmas and New Year. Pro rata of 3 additional days after completion of 5 years' service. It is expected that the majority of annual leave is taken in line with Norfolk school holiday dates, leave during term time may be granted for exceptional circumstances with prior agreement.
Term	Permanent. Probationary period will be 6 months.
Notice Period for both employee and employer	1 month notice during probation period, 1 months afterwards
Expenses	Working expenses are paid at the Diocesan rates
Base	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role. Hybrid Working may be considered (up to a maximum of one day working from home).
Contract	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
Status	The successful applicant will need to show proof of right to work in the UK and a basic DBS check before taking up the post.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.