



**THE SALISBURY DIOCESAN
BOARD OF EDUCATION**

'Working for children, young people, schools and parishes'

Application Pack

'Education Services Assistant'



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September 2022

Dear Applicant,

I am delighted that you have asked for information about the post of Education Services Assistant.

The Salisbury Diocesan Board of Education (DBE) works to serve the needs of 193 schools across Wiltshire, Dorset, Poole and parts of Bournemouth, Hampshire and Devon. Our office is in Wilton, Salisbury and this is where this post is based, although we are now using a hybrid working model, working some of the week from home.

The role has been shaped as the DBE has developed, alongside our IT systems which are central to our working. We have an absolute commitment to providing a strong service to each other and our schools and parishes, and you would be key to this.

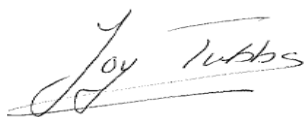
I am pleased to attach for your information:

- Job Description
- Person Specification
- General Terms of Employment
- Living and working in Wiltshire
- Application form

Please complete the application form and return to Sarah McNicol (sarah.mcnicol@salisbury.anglican.org) either by email or hard copy.

I hope that if the role interests and enthuses you, that you will make an application on the form attached (we do not accept CVs). Thank you for considering the post.

Kind regards



Canon Joy Tubbs MBE

Diocesan Director of Education

Why work for the DBE?

4 office closure
days in addition to
8 bank holidays

Generous pension
scheme

Hybrid working –
office and home

Wellness support

Family friendly

Staff training and
development

Great office
location – modern
facilities

Supportive
atmosphere

Forward thinking

Job Description

Job Title:

Education Services Assistant

Responsible to:

Education Services Manager

Key purposes:

- A. Assist and support 2 named School Improvement Advisers (SIA) to drive forward the outcomes of the strategic plan including support for Religious Education (RE), Collective Worship (CW); Year 6 Leavers Service; School leader recruitment; Partnership Service Agreement (PSA); Programme for Church School Flourishing (PCSF)
- B. Provide specific support for Communications and the design
- C. Provide support for 'in house' courses, Christian culture and ethos
- D. Contribute to the effectiveness of Diocesan services and operations

KEY ROLE A: Assist and support 2 named School Improvement Advisers (SIA) to drive forward the outcomes of the strategic plan

- 1. Provide proactive administrative support for all aspects of the SIA's work (including course material preparation), securing solutions through proactive problem solving and maintaining an overview and detailed understanding of the breadth of the SIA's responsibilities.
- 2. Manage, plan, and monitor the shared electronic diary of behalf of the 2 SIAs for all of their meetings, school visits and training sessions, with particular attention to the balance of time, travel and tasks.
- 3. Provide first point of contact between schools, parishes, and the SIA modelling professionalism, and building positive DBE and school relationships.
- 4. Continuously forward plan future tasks, and follow up issues raised at meetings and visits, recording, and sharing outcomes as needed and progressing actions appropriately
- 5. Have an in depth understanding of all elements of the SIA's strategic work as detailed in the Annual Action Plan and provide appropriate proactive, timely, comprehensive, and practical support for this including the ability to speak into these areas professionally and strategically
- 6. Lead the administration and support for 'events', e.g. conferences, school leavers services
- 7. Have in depth professional understanding of the PSA, and PCSF, and use this to support stakeholders in their decision making in relation to PSA subscription and credit purchase, alongside the administration of PSA subscription forms
- 8. Maintenance of basic Saldims data e.g., name/address, schools, contacts, emails
- 9. Provide appropriate timely analysis and evidence for termly self-evaluation
- 10. Provide administration support for virtual courses/meetings as required

KEY ROLE B: Provide specific support for Communications and Design

- 1. Administer/amend the schools website pages, when required but especially for RE, Collective Worship, Spirituality, Leavers' service, PSA, SIAMS, School Leader recruitment, PCSF

2. Share information from 3rd parties on the website as required

3. Provide design services as required, for creating DBE documents, using 'In Design' or other software
4. Create and distribute Thought for the Week, newsletters as appropriate, via 'Mailchimp' or another DBE channel
5. Support colleagues with technical IT queries pertaining to the systems we use e.g., Microsoft 365, Zoom, In Design
6. Provide support for advisers for video editing of virtual courses using software such as 'Filmforth'
7. Support social media communications via Twitter, Instagram

KEY ROLE C: Provide support for 'in house' courses, Christian culture and ethos

1. Provide support for 'in house' courses modelling the DBEs spiritual ethos and culture
2. Ensure the appropriate training room is arranged as required by the trainer e.g., tables, catering, IT support
3. Set up refreshment stations as appropriate and support any lunch provision, including ordering
4. Clear away all refreshment lunch crockery etc, ensuring the training room and kitchen are left clean and tidy, and sanitised
5. Be responsible for hospitality associated expenses, services and purchases securing best rates and service ensuring that stock levels of consumables are appropriate to levels of demand
6. Support staff days with leading on the provision of lunch lists and lunch set up

KEY ROLE D: Contribute to the effectiveness of Diocesan services and operations

1. Take notes for the staff briefings and staff days, and share to the staff intranet
2. Be responsible for organising, monitoring, and ordering of stationery
3. Identify areas and make recommendations for change and improvement where needed across all DBE administration processes and software
4. Participate in the DBE's Personal Professional Development system (Appraisal and Performance Management)
5. Maintain the necessary conditions for an effective and safe working environment
6. To complete any such additional duties as may reasonably be requested by the Education Services Manager or Director of Education.
7. Manage easy reference, shared accessibility, and comprehensive electronic filing of all documentation
8. Attend and participate in meetings, as requested
9. Appropriately support training initiatives
10. Ensure compliance with the General Data Protection Regulation Act
11. Understand and fully commit to safeguarding and the promotion of the welfare of children in line with SDBE policy

Person Specification

The post holder will be expected to have substantial strategic planning and organisational experience and / or qualifications, with a very good general standard of education and extensive experience in dealing with people and IT. Experience of working with diversely qualified teams within one organisation would be an advantage

	Criteria	Essential	Desirable
	Qualifications		
1	GCSE English at Grade C or above	✓	
2	GCSE Maths at Grade C or above	✓	
3	IT Essentials- Level 2 (RQF) Course or ITQ qualifications	✓	
	IT ability		
4	Competency in Microsoft 365 applications: word, Excel, outlook	✓	
5	Competency in MS 365 Teams and SharePoint	✓	
6	Competency for In Design or similar design software	✓	
7	Competency in use of newsletter software e.g., Mailchimp	✓	
8	Competency in video editing e.g. Filmforth	✓	
	Skills/Experience/ Knowledge		
9	Strong IT and Audio-Visual Skills - ability to edit video/recordings from events.	✓	
10	Ability and experience for organising events demonstrating being able to work under own direction to deliver a brief, but also knows when to 'check in'/ask questions.	✓	
11	Ability to prioritise and deliver workload with efficient, effective organisation, demonstrating attention to detail and finding solutions as required Strong communicator with good language skills, with the ability to write creatively and professionally. A quick learner who is agile and responsive.	✓	
12	Ability to use initiative and work collaboratively.	✓	
13	An Intelligent thinker being able to identify 'what's missing' from our material, bringing additionality to a project.	✓	
14	Demonstrate tenacity being a completer/finisher for all areas of work.	✓	
15	Ability to create documents - An eye for design – both physical (paper) and on computer	✓	
16	'Big-Picture' thinker and link-maker - Someone with an ability to draw links across our DBE work - who can work 'beyond the boundaries' of their job.	✓	
	Attributes		
17	Professional personal presentation	✓	
18	Enthusiastic and personable	✓	
19	A 'people person' and good listener	✓	
20	Someone with humility, who is adaptable and has the ability to talk to anyone – including school leaders.	✓	
21	Identify and express personal training needs	✓	
22	A strong understanding of Church of England beliefs and practices with an ability to communicate about Christian faith and a strong desire to see the DBE vision brought to life	✓	

23	Able to carry out duties professionally and confidentially, within DBE data policy	✓	
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General Terms of Employment

Employer	Diocesan Board of Education /SALED Ltd
Probationary period	A probationary period of 3 months is applicable in this post
Notice Periods	Following probation, the appointment will be subject to 1 month's notice in writing on either side.
Salary	The salary is £18,900 pro rata as appropriate. Diocesan Board of Education/SALED Ltd offers a non-contributory pension scheme, based on 15% of salary that can be increased by 3% if a matching 3% contribution is made by the employee.
Hours of Work	Your normal working hours are 30 hours per week and your working pattern will be Monday to Friday 09.00 to 15.30, with 30 minute break, 39 weeks per year (Term time) You may be required to work flexible hours as necessitated by the needs of the organisation particularly for 'in house' or virtual course support during twilight hours.
Leave	An annual leave entitlement of 24 days plus 12 office closure days including Bank holidays, Easter and Christmas, pro rata as appropriate, to be taken during school holidays.
Location	The Diocesan Education Centre, Wilton, will be the office base. Although we work a hybrid of some days in the office and some days working from home. On occasion you may be required to work at other locations as otherwise required by the due performance of your duties. There is a non-smoking policy in the Diocesan Offices.
Travel Expenses	If applicable, these are paid in accordance with the Diocesan Expenses Policy.

Application

Please use the application form provided and return to sarah.mcnicol@salisbury.anglican.com; CV's will NOT be accepted or considered.

Living and working in Wiltshire

Where else in the UK will you find England's first safari park, the highest concentration of prehistoric sites in Europe and the UK's tallest cathedral spire? It's got to be Wiltshire with the safari park at Longleat, the World Heritage sites of Stonehenge and Avebury and the Cathedral Spire in Salisbury!

Explore historic houses and gardens including Stourhead and Bowood, spot White Horse hill figures and shop 'til you drop at the Swindon Designer Outlet and the vibrant city of Salisbury and discover some of Wiltshire's Conservation Churches too.



You'll discover a huge variety of events from music festivals, a literature festival, food and drinks festivals to arts events. Wiltshire has events, year-round, including some rather famous international festivals, sporting events at Salisbury Racecourse and Castle Combe Circuit as well as traditional events like the Downton Cuckoo Fair and illuminated

carnivals across the county.

If you are a keen theatre goer then a visit to Salisbury Playhouse is a must for there's the chance to see productions before they break the London stage. See performances and concerts at the Wiltshire Music Centre in Bradford-on-Avon.

Wiltshire is proud to have award-winning dining with three Michelin starred restaurants at some of our prestigious hotels as well as AA rosettes for fine dining. Keep an eye out for the Wiltshire Food & Drink logo which is awarded to properties that meet certain criteria regarding sourcing local produce.

The keen foodies amongst you may want to follow one of the food trails, head to one of the Wiltshire farmers' markets for fresh produce directly from the supplier, or perhaps improve your culinary skills at a cookery school.

Wiltshire is also lucky to have some fine vineyards and breweries, including the Wadworth Brewery famed for its 6X beer. Why not also sample local cider and apple juice too – often found in the local farmers' markets.



Wiltshire has lots of amazing places to explore; discover more about Salisbury, Swindon, Bradford-on-Avon, Trowbridge, Royal Wootton Bassett, Cricklade, Calne, Amesbury, Marlborough, Devizes, Chippenham, Tisbury and Corsham as well as other towns and villages.

Information from www.visitwiltshire.co.uk