



THE SALISBURY DIOCESAN  
BOARD OF EDUCATION

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

## Application Pack

# Education Services Assistant



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Jan 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 194 Church of England 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 developing a hybrid form of working which includes both home and office based time each week.

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 stakeholders, and you would be key to this.

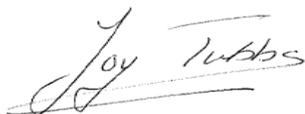
I am pleased to attach for your information:

- 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](mailto: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



Joy Tubbs

Diocesan Director of Education

## Job Description

**Job Title:** Education Services Assistant - Children and Young People (CYP) and Governance support

**Responsible to:** Education Services Manager (ESM)

**Key purposes:**

**Key Role A** Assist and support the Children and Young People (CYP) Advisers to drive forward the outcomes of the strategic plan

**Key Role B** Lead and manage the administration processes relating to schools and academies governance and admission policies to support the Foundation Governor and Academy Trust Adviser (FGATA) to realise the aims of the strategic plan

**Key Role C** Contribute to the effectiveness of Diocesan services and operations

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**KEY ROLE A: Assist and support the Children and Young People Advisory Team to drive forward the outcomes of the strategic plan**

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1. Have an in depth understanding of all elements of the CYP Adviser's strategic work
2. To work with the Senior CYP Advisor in developing and maintaining robust administration systems to support the delivery of the community hub strategy and associated projects
3. Utilise the range of software packages available to the organisation, to monitor tasks and actions against deadlines and coordinate the deployment of advisors in hubs
4. To support the preparation and administration of reports and meetings that provide the governance for the community hub work, attending the meetings when necessary.
5. Provide first point of contact between schools, parishes, and funders, and the advisory team modelling professionalism, raising the DBE profile and building positive relationships
6. To produce any graphics, digital and visual communications required to support the communication of the hub work
7. Support the CYP advisers, as required in the delivery of virtual courses and meetings

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**Key Role B: Lead and manage the administration processes relating to schools' and academies' governance and admission policies to support the Foundation Governor and Academy Trust Adviser (FGATA) to realise the aims of the strategic plan**

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1. Provide proactive administrative support for all aspects of the Foundation Governor and Academy Trusts Adviser's (FGATA) work, securing solutions through proactive problem solving and maintaining an overview and detailed understanding of the breadth of the FGA's responsibilities
2. Lead, manage the administration processes pertaining to the appointments of Foundation governors, and academy governance, and any further developments on the database (Saldims)
3. To have responsibility and accountability for ensuring that governance data and information within the diocesan database (Saldims) is accurate and current
4. Monitor ongoing foundation vacancies and provide relevant data for DBE Executive and Trustees and FGATA, as required

5. Ensure that clerks to governors, PCC secretaries and SDBE members are fully informed with regards governor application processes
6. Lead the process for the approval of Foundation governor applications, being the first stage of approval
7. Lead and manage communications with governors for example but not limited to a newsletter, network meetings
8. Update Saldims when a school converts to academy status as per the conversion action steps  
Review suitability and usability of Saldims in respect of governance and support the ongoing development of Saldims
9. Provide comprehensive data relating to the governance; analyse data and contribute to the DBE self-evaluation process
10. Support the FGATA, as required in the delivery of virtual courses and meetings

#### **KEY ROLE C: Contribute to the effectiveness of Diocesan services and operations**

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1. Identify areas and make recommendations for change and improvement where needed
2. Contribute to and adhere to development and delivery of office protocols and initiatives
3. Participate in the approved Professional Personal Development
4. Maintain the necessary conditions for an effective and safe working environment
5. To complete any such additional duties as may reasonably be requested by the Education services Manager or Director of Education
6. Manage easy reference, shared accessibility and comprehensive electronic filing of all documentation
7. Attend and participate in meetings, as requested
8. Appropriately supporting training initiatives
9. Ensure compliance with the General Data Protection Regulation
10. Understand and fully commit to safeguarding and the promotion of the welfare of children in line with SDBE policy

## Person Specification

### Experience, qualifications and knowledge

The post holder will be expected to have substantial organisational experience and / or qualifications, with a very good general standard of education and experience in dealing with people and IT. Experience of working with, and supporting a range of staff.

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications</b>		
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		✓
	<b>Experience/Knowledge</b>		
4	Competency in Microsoft 365 applications: word, Excel, outlook	✓	
5	Competency MS 365 Teams and Sharepoint		✓
6	High competency in administration and self-organisation	✓	
7	Administrator as part of a team		✓
	<b>Skills</b>		
8	Ability to prioritise workload	✓	
9	Ability to organise effectively	✓	
10	Ability to communicate effectively at all levels	✓	
11	Ability to use initiative and be a self-starter	✓	
12	Ability to work collaboratively with colleagues	✓	
13	Attention to detail	✓	
	<b>Attributes</b>		
14	Professional personal presentation	✓	
15	Enthusiastic and personable	✓	
16	Adaptable under pressure	✓	
17	Driven	✓	
18	Identify and express personal training needs		✓
19	Understanding and empathy of Church of England beliefs and practices		
20	Able to carry out duties professionally and confidentially, within DBE data policy	✓	
		✓	

### General Terms of Employment

Employer	Diocesan Board of Education /SALED Ltd
Probationary period	A probationary period of 6 months is applicable in this post
Notice Periods	Following probation, the appointment will be subject to 1 months' notice in writing on either side.
Salary	The salary is £18,534 pro rata (0.61%) 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 25 hours per week, term time only (39 weeks). The working pattern will be Monday to Friday 09.15 to 14.45 with a 30-minute break for lunch.  You may be required to work additional hours when authorised and as necessitated by the needs of the organisation.
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. On occasion, you may be required to work at other locations. There is a no-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,  
[sarah.mcnicol@salisbury.anglican.org](mailto:sarah.mcnicol@salisbury.anglican.org)

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](http://www.visitwiltshire.co.uk)