



**THE SALISBURY DIOCESAN
BOARD OF EDUCATION**

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

Application Pack

**Education Services Assistant – Continued Professional Development (CPD)
Administration and IT support**



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Jan 2021

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 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 all currently working from home during this third national lockdown.

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.

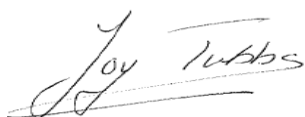
I am pleased to attach for your information:

- 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) either by email or hard copy.

I hope that if the role interests and enthruses 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 – Continued Professional Development (CPD) Administration and IT Support

Responsible to:

Education Services Manager

Key purposes:

To secure the Diocesan Board of Education strategic and annual plan success criteria, in relation to:

A -To ensuring the effectiveness of the Diocesan Board of Education's (DBE) continuing professional development (CPD) administration system.

B - Providing IT support of electronic communications; IT first responder; design documents; statistical analysis.

C - Providing administration support to the development of the DBE's education and parishes work.

KEY ROLE A: To provide administration for key aspects of the DBE strategic plan: DBE CPD administration to realise the aims and Success Criteria of the DBE Strategy and Annual Action

1. Support and provide the administration, enabling the course delivery system including:
 - liaison with CPD lead
 - liaison with course planning leads
 - receive course proformas from advisers and confirm details
 - creation of courses on the database (Saldims) and amend as necessary
 - processing of bookings on Saldims
 - creation of relevant invoices for delegates
 - communication with target audience (course dates, advertising, joining instructions, post course resources)
 - first point of contact for delegates and potential delegates
2. Ensure that the PSA credit system is properly utilised and maintained with regards to uptake of the CPD offer by schools; ensure full understanding of how the PSA system works, being able to discuss and advise on PSA statements, and the purchase of credits.
3. In liaison with ESA CPD lead and course leaders deliver CPD marketing strategy to ensure maximum exposure of course information, using a spreadsheet to monitor all points of engagement with stakeholders.
4. Continuously forward plan for training requirements; to engage with Advisers over the status of courses and the requirements of the marketing strategy.
5. Liaise with DEC reception team and external venues regarding room/facilities/hospitality requirements for courses or schedule virtual platform.
6. Produce (where necessary) name badges, welcome signs and course registers for courses.
7. Manage and maintain accurate and current Saldims information in relation to CPD.
8. Provide surveys for post course feedback, and support advisers with the review and development of course evaluations.
9. Track finance related to courses and ensure all courses are financially viable.

10. Upload relevant courses to the South West Portal.
11. Research outside venues to identify other suitable locations for training across the Diocese.

KEY ROLE : To provide IT support of electronic communications; IT first responder; design (In Design software); statistical analysis; data input

IT support

1. Provide competent IT 'first aid' support to DBE colleagues.
2. Liaise with relevant leaders to order new IT equipment.
3. Design documents for stakeholders as requested in relation to DBE services.
4. Liaise with Communications Lead to ensure the website and SharePoint intranet page are current.
5. Liaise with Communications Lead to ensure social media is regularly updated.
6. Assist in the creation and lead on the sharing of relevant newsletters.
7. Assist with the training of colleagues for new applications electronic processes.

Analysis/data input

1. Input annual PSA subscription forms.
2. Provide analysis for Leadership recruitment using the data collected.
3. Ensure Saldims is current, particularly in relation to school roles.
4. Provide data analysis as requested using Saldims.

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

1. Provide administration support for Education Services Manager as required.
2. Manage easy reference, shared accessibility and comprehensive electronic filing of all training documentation.
3. Attend and participate in CPD related meetings e.g. annual plan meetings; diary scheduling meetings with advisers.
4. Identify areas and make recommendations for change and improvement where needed.
5. Participate in the approved Performance Management System.
6. Maintain the necessary conditions for an effective and safe working environment.
7. To complete any such additional duties as may reasonably be requested by the Education Services Manager or Director of Education.
8. Attend and participate in meetings as requested e.g. monthly staff days, meetings related to your role.
9. Appropriately supporting training initiatives.
10. Ensure compliance with GDPR.
11. Understand and fully commit to safeguarding and the promotion of the welfare of children in line with the DBE 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.

	Criteria	Essential	Desirable
	Qualifications		
1	GCSE English at Grade C or above	✓	
2	GCSE Maths at Grade C or above	✓	
3	ECDL or CLAIT or equivalents		✓
	Experience/Knowledge		
4	High level competency in Microsoft applications: word, Excel,	✓	
5	MS outlook	✓	
6	MS Office 365 (teams, SharePoint, One Drive)Competent in IT		✓
7	Applications re websites, social media etc	✓	
	Skills		
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	✓	
	Attributes		
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 3 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 £17,636 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 35 hours per week across 5 days term time plus 2 weeks in the school holidays, totalling 41 weeks per year. The working pattern will be Monday to Friday 08.30 to 16.00 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; 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