



**THE SALISBURY DIOCESAN
BOARD OF EDUCATION**

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

Application Pack

Education Services Assistant – Temporary support assistant role



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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.

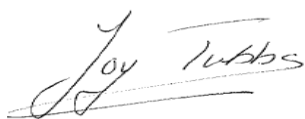
I am pleased to attach for your information:

- 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 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 (temporary support assistant role)

Responsible to:

Education Services Manager (ESM)

Key purposes:

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

- A. Assist in general administrative duties
- B. Assist in course administration
- C. Provide IT support

KEY ROLE A: Assist in general administrative duties

1. Deliver mass emails to schools as requested.
2. Support administration of 21/22 Partnership Service Agreement (PSA) (e.g. mail out new leaflet, create subscription forms etc).
3. Provide administrative support related to the conversion of schools to academy status (tracking forms and emails; updating the database).
4. Assist the ESM in the creation of the termly Self-evaluation report and related scorecard.
5. Assist the ESM in the creation of the 21/22 Action plan templates.
6. Provide administrative support pertaining to ensuring the Diocesan Board of Education (DBE) are GDPR compliant.
7. Process PSA subscription forms for the academic year 21/22.
8. Monitor and order stationery as required.
9. Process Bishop Pike applications.

KEY ROLE B: Assist in course administration

1. Support advisers in the delivery of virtual courses.
2. Process new course bookings via the database (Saldims).
3. Create new courses on the website via Saldims for the academic year 21/22.

KEY ROLE C: Provide IT support

1. Provide IT 'first aid' support (queries, new equipment), liaising with IT support consultant as required.
2. Assist ESM in the set-up of the new SharePoint site.
3. Assist the ESM in setting up new starter or replacement IT equipment.
4. Update the website and SharePoint intranet page as required.
5. Provide support for the virtual Year 6 Leavers Service.
6. Assist with document design

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

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

Person Specification

Experience, qualifications and knowledge.

The post holder will be expected to have 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.

	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	Competency in Microsoft applications: word, Excel,	✓	
5	Competency MS 365: Outlook, SharePoint, Teams, One Drive	✓	
	Skills		
6	Ability to prioritise workload	✓	
7	Ability to organise effectively	✓	
8	Ability to communicate effectively at all levels	✓	
9	Ability to use initiative and be a self-starter	✓	
10	Able to work collaboratively	✓	
11	Attention to detail	✓	
	Attributes		
12	Professional personal presentation	✓	
13	Enthusiastic and personable	✓	
14	Adaptable under pressure	✓	
15	Driven		✓
16	Identify and express personal training needs		✓
17	Understanding and empathy of Church of England beliefs and practices	✓	
18	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 a 3-month probation the appointment will be subject to 1 months' notice in writing on either side.
Salary	The salary is £16,315 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	<p>We are offering a choice of working pattern; the successful candidate may choose either option 1 or option 2.</p> <ol style="list-style-type: none"> 1. Your normal working hours are 27.5 hours per week and your working pattern will be Monday to Friday 09:00 to 15:00, with one half an hour break, term time only 1st February 2021 (or a.s.a.p.) to 17th December 2021 <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Your normal working hours are 35 hours per week and your working pattern will be Monday to Friday 09:00 to 16:30, with one half an hour break, 1st February 2021 (or a.s.a.p.) to 12th September 2021. <p>You may be required to work additional hours when authorised and as necessitated by the needs of the organisation.</p>
Leave	<p>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.</p> <p>*School holiday leave is not applicable if not working a term time contract.</p>
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 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
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