

THE DIOCESE OF ARUNDEL AND BRIGHTON EDUCATION SERVICE

Job description and person specification

Post of Part-time Secretary (.8 equivalent)

Purposes and line management of the post

The general purposes of the post are:

1. To provide administrative and clerical assistance to the Director and professional staff of the Diocesan Education Service (DES).
2. To ensure the smooth day to day running of the office when professional staff are engaged in external duties.

The postholder will report to the Director and to any professional staff member nominated by the Director for specific areas of responsibility.

The Director may also require the postholder to undertake duties relating to the general administration and day to day running of the DES.

Specific responsibilities

- Course Handbook and related CPD (Continuing professional development)
 - Support Director and Deputy Director with all aspects of the Diocesan Education Service Course Handbook, including publication, administration, room booking, liaison with speakers and related tasks.
 - Monitor Education Service Inbox daily.
 - Create Course databases.
 - Update course databases with bookings on a daily basis.
 - Update Office Manager on a weekly basis regarding course bookings.
 - Handle all invoices and credit notes related to courses.
 - Oversee the CPD area of Diocesan Education Service Website, including uploading and removing CPD resources as appropriate.
 - Organising mailings to promote courses as required.
- General Office duties as part of a small administration team, including, photocopying, answering telephone, dealing with phone or email queries and/or directing to appropriate personnel.
- Represent the 'public face' of the DES in contact with clients.
- Provide administrative assistance to officers as required.
- Take part in rotas to provide office cover, e.g. for telephones.
- Participate in relevant training as required.
- Maintain a personal record of hours worked and leave taken.
- Perform any other duties as directed by the Director.

Personal competencies, skills and qualities required

- Demonstration of commitment to the values and the objectives of the Diocesan Education Service (DES).
- Excellent telephone skills; particularly, an ability to communicate empathy with school staff and governors and a predisposition towards meeting their needs.
- Typing speed of at least 40 wpm.
- Competence in the use of standard office equipment.
- A high degree of competence in spoken and written Standard English.
- Competence in the use of Microsoft Office including Outlook and Excel and Powerpoint.
- A willingness to learn and apply new methods and new computer software.
- A flexible approach to work practices in order to ensure efficient management of time and the smooth running of the DES.
- Excellent communication skills, both orally and in writing, with all types of clients, including senior leaders, governors, parents, clergy and members of the public.
- Ability to work under pressure.
- Ability to persevere and see work through to a successful conclusion.
- Willingness to accept responsibility for the success of a task and exercise initiative where required.
- Willingness to anticipate problems, keep colleagues informed and ensure that effective action is being taken.
- Ability to work effectively and collaboratively as part of a busy team.
- Ability to anticipate and recognise the needs and give them due attention.
- Concern for health and safety and the safe keeping of money and cheques.
- Respect for, and an ability to maintain, the confidentiality of work undertaken by the DES.

Specific requirements

- It is expected that holiday entitlements will be negotiated in advance with the Director in order to ensure that basic office cover is maintained.