

Catholic Diocese of Arundel & Brighton Education Service

4 Southgate Drive, Crawley, West Sussex RH10 6RP

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Marie Ryan BA (Hons), MA, MCIL
Director, Education Service

Ref MTR/ASB

Date as postmark

Dear Colleague,

I am delighted to send you information about the post of Deputy Director of the Education Service. We believe this is an exciting opportunity to join a friendly and hardworking team that is looking to the future.

Catholic schools play a key role in the work of the Diocese, and this is a time both of challenge and of change in the world of education, with many unsettled by the ensuing uncertainty such change inevitably brings. As such, we are seeking to appoint a Deputy Director with vision, commitment and enthusiasm about the Church's mission within Catholic education. The successful candidate will have proven, high quality leadership and management skills, along with an informed understanding of the teachings of the Catholic Church and of the educational challenges faced by Catholic schools.

We have firm foundations on which to build, with a highly committed Education team and strong relationships with our schools and other partners in education.

When making your application, please ensure your supporting statement addresses the person specification. At short listing, we will be looking for evidence of the following in each application –

- understanding of the Church's Mission in Catholic education;
- evidence of the positive impact an applicant has had in his/her current post;
- recent, relevant and successful experience with examples of significant leadership and management responsibilities;
- sound organisational skills and an ability to manage a varied workload;
- a proactive, flexible and positive attitude.

At interview, we will also wish to explore with applicants –

- a clear understanding of the distinctive nature of Catholic education;
- the knowledge, experience and strengths that each would bring to the post;
- communication and interpersonal skills.

The closing date for receipt of applications is midday, Monday 26th January, with interviews to be held at DABCEC on Thursday 12th February. Please return your completed application form and supporting statement by e-mail to marie.ryan@dabnet.org or by post (marked 'confidential') to

Marie Ryan,
Director,
Diocese of Arundel and Brighton Education Service,
DABCEC
4 Southgate Drive,
Crawley,
West Sussex,
RH10 6RP

The Diocese of Arundel and Brighton is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. There will be a need for the successful candidate to undertake a criminal record check via the DBS.

References, one of which should be your parish priest (or the priest of the parish where you worship regularly) may be sought as soon as applications are received. All applications will of course be treated in the strictest confidence.

I am pleased to enclose with this letter the following information:

- Information about the Diocese
- Copy of advert
- CES application form
- Person Specification
- Job Description
- Roles and responsibilities
- Map of Diocese

PLEASE ENSURE THAT YOU USE THE CES APPLICATION FORM PROVIDED, AS NO OTHERS WILL BE CONSIDERED.

I look forward to reading your application and would like to take this opportunity to thank you for the interest you have shown in this post.

With very best wishes,

Marie Ryan
Director – Education Service

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