

Blackburn Diocesan Board of Education School Governance and Admissions Officer

Title:	School Governance and Admissions Officer
Salary:	£30,467 per annum
Hours:	35 hours per week
Accountable to:	Diocesan Director of Education
Office Base:	Clayton House, Walker Office Park, Blackburn, BB1 2QE

Job Summary

To work alongside the officers of the Board of Education to provide effective advice, training and support to Schools, Governing Bodies and PCC's in matters relating to Church School governance and admissions.

Key responsibilities include:

In consultation with the Director and other officers:

- To develop policy and strategy proposals for all matters relating to school governance and school admissions for consideration by the Diocesan Board of Education (DBE).
- To ensure that DBE policies and strategies concerning school governance and school admissions are implemented effectively.
- To develop policy, practice and guidance documentation for governors in matters relating to governance and admissions for Church schools.
- To visit governing bodies, as appropriate, to provide support and advice on matters of governance or admissions.
- To support schools with advice around complaints and other governance procedures
- To provide specific advice regarding Admission and Exclusion Appeals.
- To devise and deliver appropriate INSET on matters relating to inspection, admissions, appeals and exclusions and to develop links with LAs, the NW dioceses and other providers in this regard.
- To review and update training programme on an annual basis.
- To coordinate arrangements for diocesan meetings for governors.
- To ensure changes to Instruments of Government as may be necessary.
- To ensure the effective and efficient appointment of Foundation governors to school governing bodies.
- To work with LEA officers/advisers in relation to Church schools causing concern on issues of governance or admissions.

- To support the establishment of new and reorganised schools, including those converting to academy status, working as appropriate with temporary governing bodies and headteachers.
- To report on a regular basis to the Schools Committee of the DBE on any matters of significance concerning governance and admissions.
- To represent the Diocese on formal LEA and statutory bodies.
- To represent the Diocese at LEA liaison meetings and at public consultations, especially regarding school organisation matters.
- To visit deanery synods and parishes to promote the work of Church schools.

Person Specification

	Essential requirements	Desirable requirements
Qualifications	<p>A minimum of five GCSEs, A*-C, 9-4, or equivalent (including Maths and English)</p> <p>Educated to A level standard (or equiv.)</p> <p>Current Driving Licence</p> <p>Fully supportive of the work of the Church of England in education.</p>	<p>Educated to degree level (or equiv.)</p> <p>Practising Christian</p>
Experience	<p>Experience of schools, educational/local government administration, governing body and admission processes or some other relevant background.</p> <p>Experience of training and advising others.</p>	<p>Experience of working with members of other faiths</p>
Knowledge and skills	<p>Knowledge of the national educational framework relating to schools</p> <p>Ability to deliver quality training.</p> <p>Good organisational skills, able to use initiative, plan realistically and achieve targets.</p> <p>Good interpersonal skills</p> <p>Proven ability in the use of computer programmes and the ability to learn</p>	<p>Knowledge of the distinctive nature of Church Schools.</p>

	<p>new applications, in particular Microsoft 365 packages such as Word, Excel, Teams, planner, Outlook etc.</p> <p>Commitment to continuous personal professional development.</p>	
Personal qualities	<p>Respectful, Professional, Dynamic and Collaborative.</p> <p>Good communication skills; written and oral</p> <p>Enthusiasm and a commitment to working with colleagues and schools</p> <p>Self-motivation and willingness to undertake INSET</p> <p>Fully supportive of the work of the Church of England and practicing Christian</p>	
Work related circumstances	<p>Flexibility to meet short term deadlines when necessary.</p> <p>Availability to work outside office hours, including evening meetings and attendance at conferences both locally and nationally.</p> <p>Awareness of the importance of confidentiality.</p>	

Outline of Terms and Conditions

Employer: Blackburn Diocesan Board of Education

Salary: £30,467 per annum

Hours: This is a full-time role based on a 35-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

Location: The post holder will be based at the Blackburn Diocese Board of Education, Clayton House, Walker Office Park, Blackburn, BB1 2QE. The nature of the role requires regular travel around the diocese, and sometimes beyond. A smartphone and laptop can be provided to assist remote working.

Pension: The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

Annual leave: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

Additional discretionary days (non contractual) may be given between Christmas and New Year.

Probationary period: The appointment is subject to the satisfactory completion of a six-month probationary period.

Notice Period: During the six-month probationary period two weeks' notice is required on either party. Thereafter you will be required to give six months' notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates.

Employee Assistance Programme: is available

Right to work: The post-holder must have the right to reside and work in the UK.

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.