THE CHURCH OF ENGLAND
Diocese of St Edmundsbury and Ipswich

# Senior Administrator (Education)

## Job description

We are looking to appoint a highly organised, proactive and experienced senior administrator to join our Diocesan Education Team, supporting Church of England schools across Suffolk. This varied and rewarding role provides high-quality administrative and executive support at Director level and takes the lead in coordinating the team's administrative operations.

Working closely with the Diocesan Director of Education and the wonderful Education Team, you will ensure the smooth and effective running of the team's operations, supporting governance, communications, training and events and proactively improving systems and ways of working. You will demonstrate excellent organisational and communication skills, sound professional judgement and the ability to take ownership, manage competing priorities and work independently.

## Purpose

To take the lead in coordinating and delivering high-quality administrative, organisational and executive support to the Diocesan Education Team, ensuring effective and efficient provision to Church of England schools across the Diocese of St Edmundsbury and Ipswich.

## Key connections

The Education Team (DDE, Deputy DDE, two Schools' Advisers and Buildings Officer); Chairperson and members of the Diocesan Board of Education and wider Diocesan team; CEOs, Headteachers, school staff; school governors, MAT trustees and members; and staff of education-related organisations. You will report to the Diocesan Director of Education (DDE).

## Responsibilities

### Senior Administration and Executive Support

- Provide comprehensive, proactive and confidential administrative and personal assistant support to the DDE and Education Team, helping the Director manage and prioritise correspondence, communications, commitments and workload.
- Take ownership of complex diaries, appointments and meetings, anticipating requirements and the Director's needs, managing competing priorities, identifying emerging priorities and ensuring timely follow-up of agreed actions.
- Take the lead in coordinating the team's administrative activities, exercising initiative and independent judgement; manage enquiries and correspondence, responding appropriately and escalating matters where necessary.
- Develop, maintain and continuously improve administrative systems, processes and procedures, and maintain accurate, accessible electronic records, databases (including CMS) and documentation.

### Meetings and Governance

- Take the lead in coordinating administration for Diocesan Board of Education meetings, committees and other relevant meetings: organise arrangements, prepare and circulate agendas, reports and supporting documents, attend, take accurate minutes and maintain appropriate records.
- Monitor and follow up agreed actions, ensuring relevant colleagues know their responsibilities and deadlines.
- Coordinate foundation governor appointments, reappointments and resignations; maintain accurate school governance records and databases; and liaise with schools, governors, diocesan colleagues and external organisations on governance administration.
- Coordinate circulation of relevant school admissions information from Suffolk County Council and other appropriate organisations.

**Communications and Engagement**

- Take ownership of coordinating the team's communications and promotional activities, including preparing and distributing communications, newsletters, announcements and relevant information to schools and stakeholders.
- Maintain accurate, accessible and current website content and coordinate social media activity collaboratively with the Education Team and the wider diocese to promote the team's work; proactively identify improvements to digital communications, website content and stakeholder engagement.
- Take the lead in advertising training programmes, events and other opportunities effectively and efficiently, and act as a key contact for schools, governors, diocesan colleagues and external organisations, ensuring professional, timely communication.

**Training and Events**

- Take responsibility for coordinating administration for training programmes, conferences and Education Team events, managing bookings, delegate communications, attendance records and documentation, and coordinating venues, resources, materials and logistics.
- Work collaboratively with colleagues to organise and promote training and events effectively, including conferences. Support smooth delivery and practical arrangements on the day where required, maintain accurate training and attendance records and collate evaluation feedback.

**Financial Administration**

- Coordinate financial administration, including preparing and processing invoices, maintaining accurate supporting records and administering training and event transactions efficiently; ensure documentation is accurate and complies with diocesan procedures.
- Manage administration of resources and subscriptions, including processing of partnership agreement fees, access to Emmanuel Project website and invoicing, and sales requests and queries as required.
- Liaise with the diocesan finance team on invoices, payments and financial enquiries. The postholder is not responsible for budget management or financial decision-making.

**School and Partnership Administration**

- Provide effective administrative support for the team's work with Church of England schools across Suffolk; maintain accurate school information, contacts and records; and coordinate dissemination of information from local authorities and other education partners.
- Support effective communication and working relationships with schools, academy trusts, local authorities and diocesan partners, providing occasional administrative support to diocesan academy trusts and other partners where appropriate, practicable and agreed with the DDE.

**General Responsibilities**

- Maintain confidentiality and comply with diocesan policies, including data protection, safeguarding, health and safety and information governance; work collaboratively across the Diocese with professionalism, integrity and commitment to its values.
- Take responsibility for improving administrative efficiency and effectiveness, participate in appropriate training, professional development and performance reviews, and respond flexibly and adaptably to changing organisational priorities.
- Support the Diocese's commitment to environmental sustainability by considering the environmental impact of day-to-day activities and contributing to the achievement of organisational sustainability objectives.
- This list of responsibilities is not exhaustive, and the post holder may be required to undertake other duties of a similar nature, as may from time to time be required.
- This post will be based in the Diocesan Office in Ipswich with some travel expected. Working from home is possible and will be discussed at interview. Some evening and weekend work will be required, for which time off in lieu will be given.

**Person Specification**

| Essential | Desirable |
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| **Qualifications/Knowledge and Experience** | |
| • GCSE English and mathematics at grade 4/C or above, or equivalent qualifications.<br>• Educated to A-level standard (Level 3) or equivalent, or able to demonstrate substantial relevant professional experience in a senior administrative or executive support role. | • A relevant Level 4 qualification or higher in business administration, management or a related discipline.<br>• A recognised qualification in executive or personal assistant administration.<br>• An awareness of the Church of England's purpose |
| **Experience** | |
| • Proven high-quality administrative or executive support to senior leaders, preferably at Director level, including coordinating complex diaries, appointments and meetings involving multiple stakeholders.<br>• Taking the lead in coordinating administrative activities and ownership of processes and outcomes, independently managing competing priorities and anticipating senior colleagues' needs.<br>• Preparing professional correspondence, agendas, reports, minutes and other documentation; organising and administering meetings, training or events; and maintaining accurate records, databases and administrative systems.<br>• Handling confidential and sensitive information appropriately.<br>• Proven ability to use a range of programs, including Microsoft 365, (Outlook, Word, Excel and Teams). | • Experience of working within education, a diocese, charity or public sector organisation.<br>• Experience of supporting formal governance meetings or committees.<br>• Knowledge or experience of school governance administration.<br>• Experience of managing website content and coordinating social media communications.<br>• Experience of financial administration, including invoicing.<br>• Experience of improving administrative systems and working practices.<br>• Experience of Contact Management System (CMS) database. |
| **Skills and Abilities /Aptitudes** | |
| • Excellent organisation and time management: coordinate complex activities, manage competing priorities and deadlines, monitor progress and ensure agreed actions are completed, with accuracy, attention to detail and administrative efficiency.<br>• Ability to lead, take ownership and work independently with minimal supervision, anticipate needs, identify priorities and act appropriately, using sound professional judgement, discretion and confidentiality when handling sensitive information. | • Ability to negotiate with suppliers and service providers to secure value for money within agreed requirements.<br>• Strong influencing skills, with the ability to gain cooperation, build agreement when working with colleagues, schools and wider organisations.<br>• Ability to use digital tools, including AI, to streamline processes and improve efficiency. |

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| • Excellent written, verbal and interpersonal skills, communicating confidently and professionally with senior leaders and external stakeholders and building positive, effective working relationships.<br>• Strong digital literacy and confidence in using and improving electronic administrative systems; a flexible, adaptable, solution-focused approach; and ability to collaborate in a small professional team while taking independent responsibility for administrative functions.<br>• Full driving licence and access to own transport insured for business travel. | |
| **Work-Related Personal Qualities** | |
| • Sympathetic to the aims of the Church of England and the Christian faith.<br>• A generous-hearted team member.<br>• Punctual, organised and resourceful.<br>• Proactive and committed to excellence.<br>• Calm and effective working under pressure.<br>• Open to new ideas and willing to innovate.<br>• Collaborative, approachable and self-aware, and willing to learn.<br>• Sense of integrity, personal responsibility and respect for confidentiality.<br>• Committed to Diocesan work values of respect, support, transparency and quality.<br>• Willing to work flexibly as needed. | • An interest in Church school education and the contribution it makes to children, families and communities.<br>• An interest in the wider work of the Diocese and enthusiasm for contributing to its mission through administrative service. |

**General Information**

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| **Contract type** | Permanent |
| **Salary** | £31,000 - £32,000 per annum. Salary band A |
| **Pension provision** | If eligible, membership of the Church of England Pension Builder 2014 Scheme following completion of the probation period. |
| **Hours of work** | Full-time (35 hours per week). Some flexible working, including evenings and weekends, is required. Time off in lieu (TOIL) for evening and weekend working is to be agreed with the line manager. |
| **Holidays** | 25 days' paid leave in addition to the usual public holidays, plus discretionary days at Easter and Christmas. |
| **Probation period** | Three months during which time progress is regularly reviewed and the period may be extended. |
| **Notice period** | Two weeks during probation and one month thereafter. |
| **Place of work** | Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ. Occasional travel throughout the diocese and attendance at a wide range of meetings are required. Working from home one day per week is possible. |
| **Travel** | Use of own personal transport with business-use insurance is required. Mileage expenses will be met by the diocese. |
| **Pre-appointment checks** | All appointments are subject to acceptable pre-appointment checks. This appointment is subject to an enhanced DBS check. |

**Conditions and commitments**

The current main duties and responsibilities of this post are outlined in the job description. This list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

We are an equal opportunities employer. The Diocesan Board of Finance (DBF) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults; all postholders and volunteers are expected to share this commitment.

**Applications**

For an informal conversation, contact Drew Quayle at drew.quayle@cofesuffolk.org. Application packs are available from the Diocese of St Edmundsbury & Ipswich website: http://www.cofesuffolk.org//vacancies

Applications will only be accepted on our DBF application form. Please do not apply directly from online jobsites or send CVs. Mark applications "Confidential Application" and send to the HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

**Closing date for applications: 5pm on Monday 7 December 2026**

**Interview date: Friday 18 December 2026**