



## **DIOCESAN BOARD OF FINANCE**

### **Diocesan Board of Education**

#### **JOB PROFILE**

<b>JOB TITLE:</b>	SCHOOL BUILDINGS ADMINISTRATOR
<b>ACCOUNTABLE TO:</b>	Diocesan Director of Education
<b>RESPONSIBLE TO:</b>	School Buildings Officer
<b>RESPONSIBLE FOR:</b>	N/A
<b>LINE MANAGED BY:</b>	Education Team Business Manager
<b>KEY RELATIONSHIPS:</b>	<p>The role entails working with a wide range of individuals and institutions both within and outside the Diocese, including:</p> <ul style="list-style-type: none"><li>• Diocesan Education Team</li><li>• Diocesan Finance Team</li><li>• Diocesan Property Team</li><li>• Representatives of Schools (including Headteachers, Business Managers and governors)</li><li>• External consultants and contractors</li><li>• Local Authorities</li><li>• Regional and national colleagues</li><li>• Diocesan School Buildings Officers</li><li>• Church of England Education Office, Westminster</li></ul>

#### **BACKGROUND**

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of [Bradford, Ripon & Leeds](#), and [Wakefield](#). It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham.

The Diocesan Education Team provides support to 236 schools and academies (including 12 Multi-Academy Trusts) who teach over 64,000 pupils. Our core aim and purpose is to ensure that the services and support we offer make a real difference in helping our schools improve the outcomes for the pupils in their care, this includes encouraging best practice in managing school estates. Increasingly, this includes environmental sustainability reflecting the Leeds Diocesan *Saving Creation: Strategic Action on Climate Change* initiative and the Church of England's commitment to reaching carbon net zero by 2030.

#### **OUR VALUES**

The Diocesan values, *Loving, Living, Learning*, are vital to the way we encourage equality, diversity, and inclusion in our workplace. We aim to:

- **Love** God, the world and one another.

- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities' flourish.
- **Learn** when we get things wrong, by listening and growing together.

## **JOB DESCRIPTION**

### **PRIMARY PURPOSE OF THE POST**

- To work with the School Buildings Officer to support the work of the DBE in discharging its statutory responsibilities, including managing grant funds. Ensuring church school and academy buildings and sites are safeguarded, represented and managed during maintenance, improvement, and development work.
- To manage, under direction from the Schools Building Officer, key and day-to-day administrative operations.
- To provide schools and multi-academy trusts with support and information as required.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Administration**

- To assist with the administration of the annual School Condition Allocation programme for Voluntary Aided schools, including processing bids, approvals and the processing of invoices.
- To assist with the annual Devolved Formula Capital allocations for Voluntary Aided schools, including administering the approvals process and the processing of invoices.
- To support other capital-related programmes and initiatives.
- To assist with the preparation of reports and papers for the Diocesan Board of Education Buildings and Finance Committee and the Diocesan Board of Education.
- To be responsible for maintaining the buildings section of the Education pages of the diocesan website.

#### **Support to individual schools and multi-academy trusts**

- To provide support and information to schools and academies.
- To liaise with external consultants and contractors as necessary to deliver projects.
- To work with the New Zero Carbon Programme Manager to implement actions in the *Saving Creation: Strategic Action on Climate Change* plan in as much as it affects schools and academies.

#### **General**

- To work with national Church of England colleagues in identifying and implementing effective strategies and approaches to estates management.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

## PERSON SPECIFICATION

(E – Essential criteria, D = Desirable criteria)

	Sections		E	D
1	<b>Skills, knowledge and aptitudes</b>	<p>The Church School Buildings Support Officer should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• excellent verbal and written communication skills</li> <li>• accurate report writing</li> <li>• organising their time and working to deadlines</li> <li>• a high level of attention to detail and an enquiring mind</li> <li>• excellent team working, but with the ability to work independently when required</li> <li>• good IT skills, including Word, Excel, Powerpoint and Outlook</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
2	<b>Qualifications, Training and Experience</b>	<p>The Church School Buildings Support Officer should:</p> <ul style="list-style-type: none"> <li>• have Maths and English GCSE or equivalent</li> <li>• have experience of or the ability to acquire knowledge of: <ul style="list-style-type: none"> <li>➤ premises management</li> <li>➤ carbon net zero/sustainability</li> <li>➤ financial management and grant capture</li> <li>➤ monitoring projects from inception to completion</li> <li>➤ project management</li> <li>➤ the workings of schools, academies, and other educational contexts</li> </ul> </li> <li>• have an understanding of LA and DfE structures.</li> <li>• have an understanding of education funding streams, including SCA and DFC.</li> </ul>	<p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
3	<b>Personal Attributes</b>	<p>The Church School Buildings Support Officer should:</p> <ul style="list-style-type: none"> <li>• be analytically minded, with strong problem-solving skills.</li> <li>• have a tenacious approach to delivery, quality of output and organisation.</li> <li>• have good organisational skills.</li> <li>• have an understanding of confidentiality issues and the use of discretion.</li> <li>• have a flexible work approach.</li> <li>• have the ability to ensure own personal and professional development.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	

	Sections		E	D
4	<b>Disposition and Attitude</b>	<p>The Church School Buildings Support Officer should:</p> <ul style="list-style-type: none"> <li>• have empathy with the faith and mission of the Church of England.</li> </ul>	E	
5	<b>General</b>	<p>The Church School Buildings Support Officer should:</p> <ul style="list-style-type: none"> <li>• have the ability to travel throughout the Diocese.</li> </ul>		D