



## Education Department

### Administrator

## Information for applicants

#### **Contact for enquiries:**

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## Introduction from the Archbishop of Liverpool

### **Thank you for your interest in a career at the Archdiocese of Liverpool.**

As an archdiocese, we serve thousands of people every week through our parishes, schools, partnerships and local communities.

It is a significant time in the life of our archdiocese, as we continue to walk together on the journey set out by our Pastoral Plan in becoming the Church God calls us to be. This plan outlines a clear mission for the future of our Church and every single member of staff plays a vital role in helping us achieve this.

As an employer, we offer wide range of benefits and a place to develop your career in an environment where every member of staff is valued and encouraged to develop fully their gifts.

We are looking for people whose values align with ours and are passionate about playing a key role in the next steps of our journey.

Thank you again for considering a role within our archdiocese. Each person contributes to our wider mission. I am grateful for your interest in joining us in this important work.

A handwritten signature in black ink that reads "+ John Sherrington .". The signature is written in a cursive style.

Most Reverend John Sherrington  
Archbishop of Liverpool

An abstract background featuring a collage of colorful, translucent geometric shapes (triangles, rectangles, and irregular polygons) in shades of yellow, orange, red, and blue. A solid blue horizontal banner is positioned across the middle of the image, containing the text 'Education Department' in white serif font.

## Education Department

The Education Department has undergone a number of changes in recent years. Originally it was the Department of Schools and in 2021 this merged with the Christian Education Department. The Department comprises various different services such as School Improvement, RE Advisory, Catholic Schools Inspection and Governance Services.

In recent years, the Archdiocese has had two independent school improvement trusts: ALPSIT (Primary) and ALSSIT (Secondary). These were funded directly by schools through a subscription service. The Trustees of the Archdiocese instructed dissolution of these in line with its wish for all Archdiocesan Trusts and Companies to come under the umbrella of the Archdiocese of Liverpool Education Department. In September 2023 the post of Lead Officer for Primary Improvement was filled and in January 2025 the Lead Officer for Secondary Improvement took up post.

The department currently comprises 16 members of staff led by the Episcopal Vicar for Education and Director of Education.







## About the Role

### Administrator

This is an exciting opportunity for an administration professional to join our team and support the education department of the Archdiocese in its wider educational mission. You will be based within the Education Department at the St. Margaret Clitherow Centre.

As a department we are focused on improving the standards of education, thereby ensuring that all students have access to a high-quality Catholic education.

The successful candidate will be responsible for:

- Delivering high quality, administrative support to the department.
- Supporting the Office Manager with projects and events.
- Liaise with the Finance Department regarding payment of invoices, updating systems where appropriate
- Supporting the wider team during busy times in the academic year with administration associated with appeals, governance and Ofsted.

**To thrive in this role, you should be able to demonstrate the following:**

- Evidence of recent good standard of education or relevant experience.
- Relevant experience within an admin role.
- Excellent IT skills and confident in the use of technology.
- Excellent communication and interpersonal abilities to work with stakeholders at all levels.
- The ability to maintain strict confidentiality and demonstrate empathy and sensitivity in your work.

**Within this role you will be expected to:**

- Coordinate and manage processes needed to keep the department running.
- Keep records up to date and be the first point of contact for any and all queries within the department.
- Attend, support and contribute to internal and external training.
- provide advice to departmental officers and support governance officers with their roles.



# Terms and Conditions

## Salary

Administrator FTE £24,500.

## Location

Saint Margaret Clitherow Centre, Croxteth Drive, Liverpool, L17 1AA.

## Working Hours

Full time, Contracted hours are 35 per week to be worked Monday to Friday.

## Annual leave

38 days which includes eight bank/public holidays and set complimentary days.

## Pension

Employees will be enrolled into the People's Pension Scheme with a contribution rate of 3% and 5% contributed by the employer. The archdiocese will match employee contributions up to 6% of their pensionable salary.

## Other benefits

There are a range of other benefits including a pension salary sacrifice scheme, subsidised Lifestyles gym membership, life assurance scheme, enhanced parental leave pay and 24/7 Employee Assistance Programme.

## How to Apply

Visit the careers page on our website <http://www.liverpoolcatholic.org.uk/careers> to apply online.

**The closing date for applications is midday 15th August 2025- please see our careers page as above.**

- Please note that the information you provide in your application will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 2018.





## **Saint Margaret Clitherow Centre**

Croxteth Drive, Liverpool, L17 1AA

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