



Education Department

# **School Improvement Operational Support Officer**

## Information for applicants

### **Contact for enquiries:**

Joanne Ball (Office Manager)  
0151 522 1071 | [j.ball@rcaol.org.uk](mailto:j.ball@rcaol.org.uk)



## 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.

*+ John Sherrington .*

Most Reverend John Sherrington  
Archbishop of Liverpool



## 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.

The department currently comprises 22 members of staff led by the Episcopal Vicar for Education and Director of Education.





## About the Role

### **School Improvement Operational Support Officer**

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 in this office-based role.

The successful candidate will be responsible for assisting and supporting in the scoping, planning, development, implementation, monitoring and coordination of projects within school improvement activity, namely:

- Supporting, scheduling and coordinating CPD and meetings.
- Liaising with stakeholders, including school leaders, system leaders, teachers, local authorities, DFE and other outside bodies on behalf of the Archdiocese.
- Ensuring that systems used for monitoring information are maintained appropriately and that administrative support is provided where required.
- Assist schools in securing funding.
- Providing on-site support during training events, greeting participants and acting as the point of contact to ensure a positive attendee experience.

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

- Proven experience as an administrator or any other relevant role
- Experience of working in a busy office environment
- Experience of dealing with a broad range of administrative procedures
- IT literate with a sound working knowledge and application of Microsoft Word, Excel, Outlook, Teams and SharePoint
- Excellent time management skills with the ability to organise and prioritise workload to meet deadlines
- In sympathy with the mission and ethos of the Roman Catholic Church

Within this role you will be expected to:

- Attend, support and contribute to internal and external training.



## Terms and Conditions

**Salary** £18,009 per annum (FTE is £30,015)

**Location** Saint Margaret Clitherow Centre, Croxteth Drive, Liverpool, L17 1AA.  
(Hybrid or remote working is not available for this position)

**Working Hours** Part time, 21 hours per week, worked Monday, Tuesday and Wednesday 9.00am-5.00pm

**Annual leave** 38 days pro-rata which includes eight bank/public holidays and set complimentary days.

**Pension** Employees will be enrolled into the People's Pension Scheme.

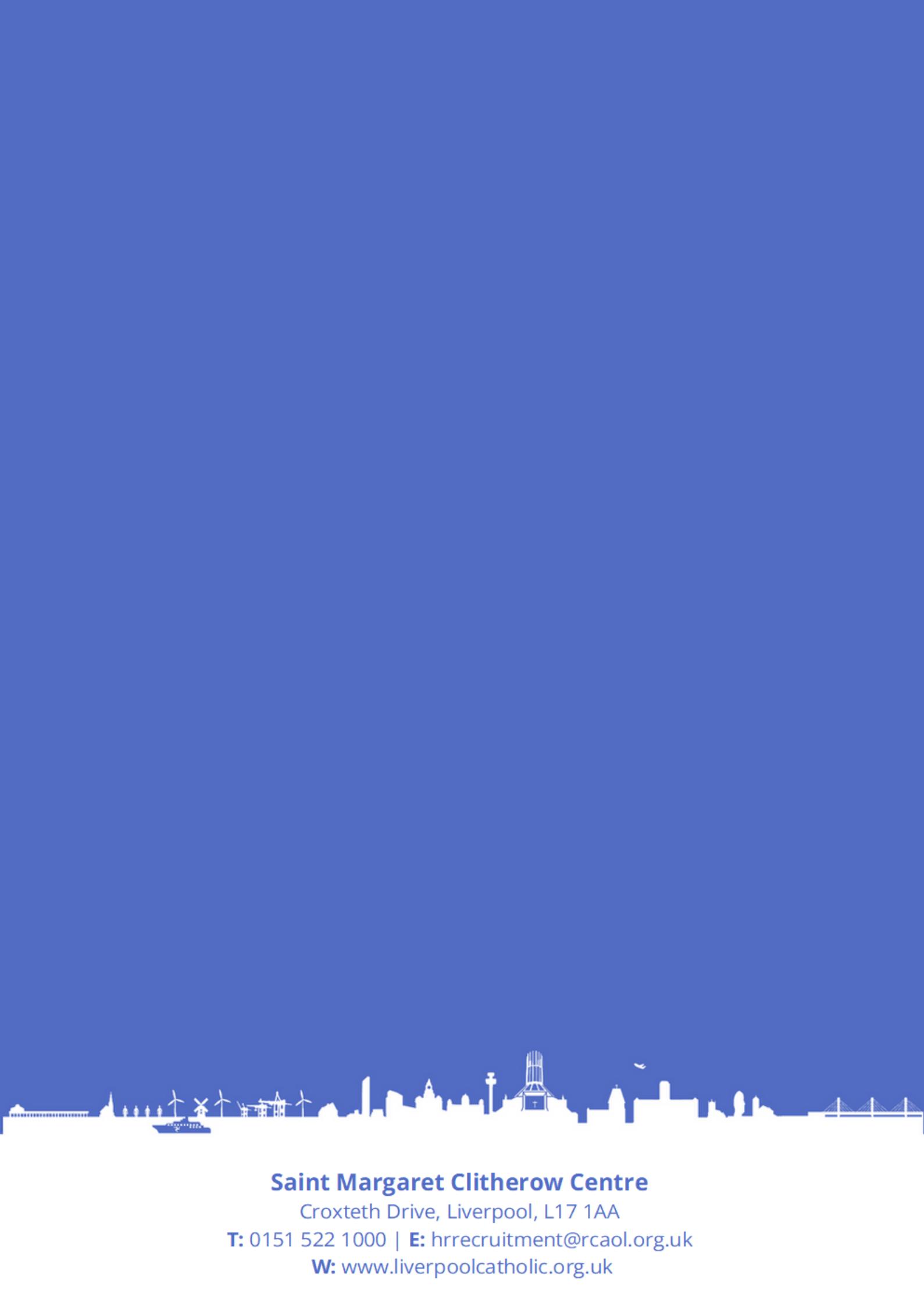
**Other benefits** There are a range of other benefits including a pension salary sacrifice scheme, subsidised Lifestyles gym membership, life assurance scheme, enhanced parental leave pay and 24/7 Employee Assistance Programme.

**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 midnight on Friday 6 February 2026- 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

**T:** 0151 522 1000 | **E:** [hrrecruitment@rcaol.org.uk](mailto:hrrecruitment@rcaol.org.uk)

**W:** [www.liverpoolcatholic.org.uk](http://www.liverpoolcatholic.org.uk)