

Job Title:	School Improvement Operational Support Officer
Reporting to:	Lead Officer School Improvement
Location	Liverpool Archdiocesan Office, St Margaret Clitherow Centre, Croxteth Drive, Liverpool, L17 1AA

Mission Statement

“Taking to heart the last words of the Lord Jesus, we will go into the world to proclaim the Good News to the whole of creation.”

Job Summary

To assist and support in the scoping, planning, development, implementation, monitoring and coordination of projects within school improvement activity. This will include specific responsibilities for the operation and provision of effective events and courses, using a variety of administration systems and processes relating to the aims and objectives of the Archdiocese.

Main Duties and Responsibilities

1. To support the planning, scheduling and coordination of CPD and meetings.
2. To liaise with stakeholders, including school leaders, system leaders, teachers, local authorities, DFE and other outside bodies on behalf of the Archdiocese.
3. To provide a point of contact for schools, ensuring that any issues raised are resolved or passed to the appropriate staff
4. To ensure that systems used for monitoring information are maintained appropriately and that administrative support is provided where required.
5. To assist schools in securing funding.
6. To update content on the Archdiocesan website as appropriate.
7. To create promotional literature and manage the promotion of courses, conferences and events.
8. Support the work of School Improvement through making schools aware of opportunities for training or other CPD through appropriate media including educational forums and social media platforms.
9. To provide on-site support during training events, greeting participants and acting as the point of contact to ensure a positive attendee experience.
10. To undertake any other duties commensurate with the post and as requested by the School Improvement Lead and Director of Education.

General

1. Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
2. At all times act in a professional and appropriate manner and actively promote the ethos of the Archdiocese of Liverpool.
3. To undertake such other duties as may reasonably be required of you that are commensurate with your level of responsibility and experience.

Confidentiality

During your employment, you may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Protection

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, is not communicated to unauthorised individuals.

Safeguarding

The post holder, during the execution of this role, is unlikely to come into regular contact with children and vulnerable adults. At the date of issue, this role, having been assessed by the Archdiocesan Safeguarding Section, has been deemed not to require a Disclosure and Barring Service check.

Health and Safety

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

Display Screen Equipment Users

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does not require the job holder to habitually use DSE as part of their normal work and therefore is not classed as a Display Screen Equipment User.

Voluntary Duties:

During your employment, should you wish to engage with any activities in your local parish community, these are deemed voluntary in nature and must be undertaken outside of your contractual working hours, as they do not form part of your employment with the Archdiocese.

General Clause:

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. Any changes will be agreed in conjunction with the designated line manager.

Signed by Employee: **Date:**

Print Name:

Signed by Line Manager: **Date:**

Print Name:

Qualifications	Essential
	<ul style="list-style-type: none"> Evidence of a good standard of general education
Experience	Essential
	<ul style="list-style-type: none"> 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
Skills and Knowledge	Essential
	<ul style="list-style-type: none"> 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 A great eye for detail and a methodical approach to work Excellent telephone, face-to-face and written communication skills
	Desirable
	<ul style="list-style-type: none"> Knowledge of Microsoft Canva and PowerPoint Basic understanding of Catholic Schools or Education
Personal Attributes	Essential
	<ul style="list-style-type: none"> In sympathy with the mission and ethos of the Roman Catholic Church Discreet and highly confidential A strong desire to help and assist people Flexible attitude to work tasks undertaken Reliable and Punctual A willingness to undertake training and development where appropriate Ability to travel across geographical area of the Archdiocese of Liverpool.
	Desirable
	<ul style="list-style-type: none"> Sense of humour