

# **The Jesuit Institute**

## **ASSISTANT SCHOOLS OFFICER**

### **JOB DESCRIPTION**

#### **Overview**

The Assistant Schools Officer is a new post created to support the existing Schools Officer in ensuring and fostering the Ignatian charism in Jesuit schools. The core of the Assistant Schools Officer's role will be to design, develop and deliver resources and support for schools around their Ignatian identity and mission. He or she will also be available to assist the Schools Officer in the wider promotion of the Catholic faith, formation of staff, and the development of Catholic education in general.

There are currently eight Jesuit schools in the British Province. Supported by the Jesuit Institute, the Assistant Schools Officer will be expected to work collaboratively and supportively with the Schools Officer, the Jesuit Provincial's Education Delegate, the Schools Ignatian Formation Team, School Heads, School Leadership Teams, Chaplains and others in key roles in the schools.

The Assistant Schools Officer will also be expected to support the Schools Officer in actively engaging with the wider network of Jesuit schools in Europe and globally and maintain connections with developments in Catholic education in the United Kingdom.

The Assistant Schools Officer will be line managed by the Director of the Jesuit Institute.

#### **Core responsibilities**

The work of Assistant Schools Officer, under the direction of, and working alongside, the Schools Officer will be to:

1. Assist in the development and delivery of courses and resources for schools aimed at deepening the Ignatian charism and supporting a life of faith and prayer within the Jesuit schools.
2. Work creatively to devise, organise and deliver the Jesuit schools' Ignatian Formation and Shared Vision programmes each year.
3. Co-ordinate the ongoing formation of the School Ignatian Formators, ensuring a consistency of approach in their work across the Province.
4. Support the schools' Ignatian Formators and school chaplains in offering retreats and events.
5. Manage the school-related physical and digital resources of the Jesuit Institute in collaboration with the other relevant JI team members.

6. Work with the Education Delegate and the Schools Officer to support schools in Catholic School Inspections and any action plans arising from inspection or Apostolic Visitation.
7. Collaborate with the Jesuit Institute team, Schools Ignatian Formators, School Leadership and Chaplains, will include
8. Collaborate with the Jesuit Institute, School Ignatian Formators, School Leadership and Chaplains Working with other Jesuit works in the British Province and beyond
9. As capacity allows, work with Diocesan and Religious Order schools in the formation of staff, development of Religious Education and chaplaincy provision.
10. As capacity allows, respond to requests from schools outside the Jesuit network and devise and deliver presentations and resources for them.

This list is not exhaustive and will evolve and develop over time in discussion with the post-holder.

### **Hours of work**

This is a permanent full-time<sup>1</sup> appointment, days to be flexible according to need; there will be a requirement to attend some residential events.

### **Location**

Home-based but able to travel throughout the UK; regular liaison visits to Regional Hubs (London, Lancashire, and Glasgow). Ideally, the post-holder will have their own car (mileage/travel will be paid).

### **Salary**

Starting in the range £41,000 - £43,000 (with opportunity for progression based on experience and performance)

### **Equalities Act**

There is an occupational requirement for this post-holder to be a practising member of the Roman Catholic Church

### **Starting date**

Ideally Monday 20<sup>th</sup> April 2026 (but could be negotiable)

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<sup>1</sup> The post includes 25 working days paid leave + Bank Holidays + plus an additional allowance of 6 days to make your own retreat at a location of your choice, subsidised up to the cost of a St Beuno's retreat. This leave must usually be taken during the school holidays. Part-time hours may be negotiable.

## PERSON SPECIFICATION

The post-holder will have:

1. A strong personal faith in Jesus Christ and a Christian life within the Church which they are willing to share in service to the role.
2. A good understanding of Ignatian spirituality, Jesuit education and pedagogy, and Jesuit apostolic priorities and ways of proceeding.
3. A commitment to ongoing deepening of his/her understanding and personal experience of Ignatian spirituality, including the Spiritual Exercises of St Ignatius Loyola.
4. A good knowledge of the Catholic faith and the principles and methods of religious education in Catholic Schools.
5. A good understanding and experience of chaplaincy in Catholic schools.
6. An ability to be a good team-player, collaborating and communicating effectively with colleagues and staff within the Jesuit Institute, the wider Jesuit Province, in the Province's schools, and more generally.
7. A high level of creativity to generate new, relevant and effective formation approaches, resources, and courses.
8. A high level of self-motivation, organisation, and the ability to communicate well with a variety of colleagues and clients.
9. An ability to work self-reflectively, including a willingness to pray and discern as a regular part of the work, both personally and with others.
10. An ability to evaluate honestly, to be appropriately self-critical, and to work at improvement, and to prioritize, manage time and work-life balance well.
11. An ability to speak and present in public, to large and small audiences, with professionalism, competence and conviction.
12. A willingness and ability to work contracted hours flexibly, location, and the continuing development of this role.
13. A willingness to travel, with some overnight stays required, predominantly in the UK.
14. Be committed to the paramount importance of Safeguarding and hold an up-to-date Enhanced DBS certificate