**Advert - School Governance and Admissions Officer (30 hours per week)**

The Diocese of Chichester has 155 schools across Sussex working in partnership with our 360 parishes. Our vision for Education is to be “Deeply Christian, serving the common good.”   Based at Church House in Hove, we seek to live out our vision to “Know, love and follow Jesus”.

We wish to appoint a skilled and experienced team member to be the lead officer for school governance and admissions in Church of England schools across the Diocese who will work closely with the Director and Deputy Director of Education.

**The principal duties include:**

* Providing advice and support relating to school admissions to headteachers and school governors
* Advising school governing boards and headteachers on issues of compliance and governance, including complaints and disciplinary issues
* Developing and delivering training related to admissions and governance
* Managing the recruitment and appointment process of foundation governors
* Working with the Deputy Director and School Effectiveness Team to address leadership and management issues in schools with the purpose of raising standards and improving outcomes for children

**Our ideal candidate will:**

* Be educated to degree level (or equivalent) and with experience of being a school governor
* Have up to date knowledge and understanding of education legislation and regulation related to Admissions and Governance for Church Schools and Multi-Academy Trusts
* Have the ability to plan and deliver high quality training to governors and headteachers
* Be able to establish effective working relationships with a broad range of stakeholders, including governors, headteachers, academy partners and Local Authority officers
* Be committed and confident in the aims and ethos of the Diocese of Chichester as an outward facing ambassador for the diocesan Education team

**For full details of the job please see the job description and person specification.**

**What we offer:**

* A salary of £34,000 per annum (pro-rata FTE £42,500) for 30 hours per week and flexibility as to how and when the hours are spread within the working week
* Flexi-time and the opportunity to apply to use the DBF’s remote working policy to work from home for part of the week.
* A 0.8 pro-rata entitlement of 28 days of annual leave, plus bank holidays and two privilege days per year.
* Membership of the Church Worker’s Pension Scheme with a 15.1% employer contribution and an employee contribution between 0-6%.
* Free parking, and the ride to work scheme and development opportunities

Chichester DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.  All post holders are expected to share this commitment and to comply with the relevant safeguarding policy. Our full safeguarding policy can be found [here](https://safeguarding.chichester.anglican.org/policies/)

This role is subject to an Enhanced DBS check and the post will involve travelling around the Diocese, some evening work and occasional work at weekends

For an information conversation about the role please contact the Deputy Director of Education, Ruth Cumming (ruth.cumming@chichester.anglican.org)

Please apply via [Pathways](https://pathways.churchofengland.org/en/jobs/school-governance-and-admissions-officer/1758) by midnight on Sunday 26th January 2025.

Interviews will be held at Church House, Hove on Friday 14th February 2025.

For more information about the Education Team at the Diocese of Chichester please visit <https://schools.chichester.anglican.org/>