



## **Vacancy: Diocesan Schools Commission Administrator**

The Diocese of Plymouth is looking to appoint the following position.

### **Diocesan Schools Commission Administrator (part time) – 1 post**

Location: St Boniface House, Ashburton, Devon with some home working to meet COVID Secure requirements

Salary: £11.39 per hour (Actual Salary - £11,846 per annum)

Hours: 20 hours per week spread over 5 days- preferably mornings

The Diocesan School's Commissioner Administrator will manage the administrative, secretarial support and the office resources required to ensure the smooth running of the Diocesan Schools Commissioner's office. They will enable the Diocesan Schools Commissioner and team to carry out their Diocesan responsibilities. The post-holder will be required to have a high level of secretarial or administrative experience and will require excellent organisational skills together with good experience of Microsoft Office and excellent interpersonal skills. Experience of working in a schools' environment would be an advantage.

Copies of the job description and application form are obtainable from Jan Holton on 01364 645383 or by email to [recruitment@prcdtr.org.uk](mailto:recruitment@prcdtr.org.uk) up to 22<sup>nd</sup> December. The last date for applications is Monday 4 January 2021 and interviews will be held on Monday 18 January at St. Boniface House, Ashburton.