



Applicant Pack

School Improvement and Grow Education Partners
Administrator

About the role

The post holder is responsible for co-ordinating administration and events for Grow Education Partners (Grow) and providing administrative support to the Deputy Director of Education.

Grow is the traded services company for the London Diocesan Board for Schools (LDBS).

The line manager is the Deputy Director of Education with responsibility for school improvement. She is also the Managing Director of Grow.

The role is full-time.

Salary: Scale 5/6 starting salary £29,364

Place of work: The LDBS office at 36 Causton Street, Pimlico, SW1P 4AU

Benefits include a generous pension scheme and 33 days' annual leave plus bank holidays.

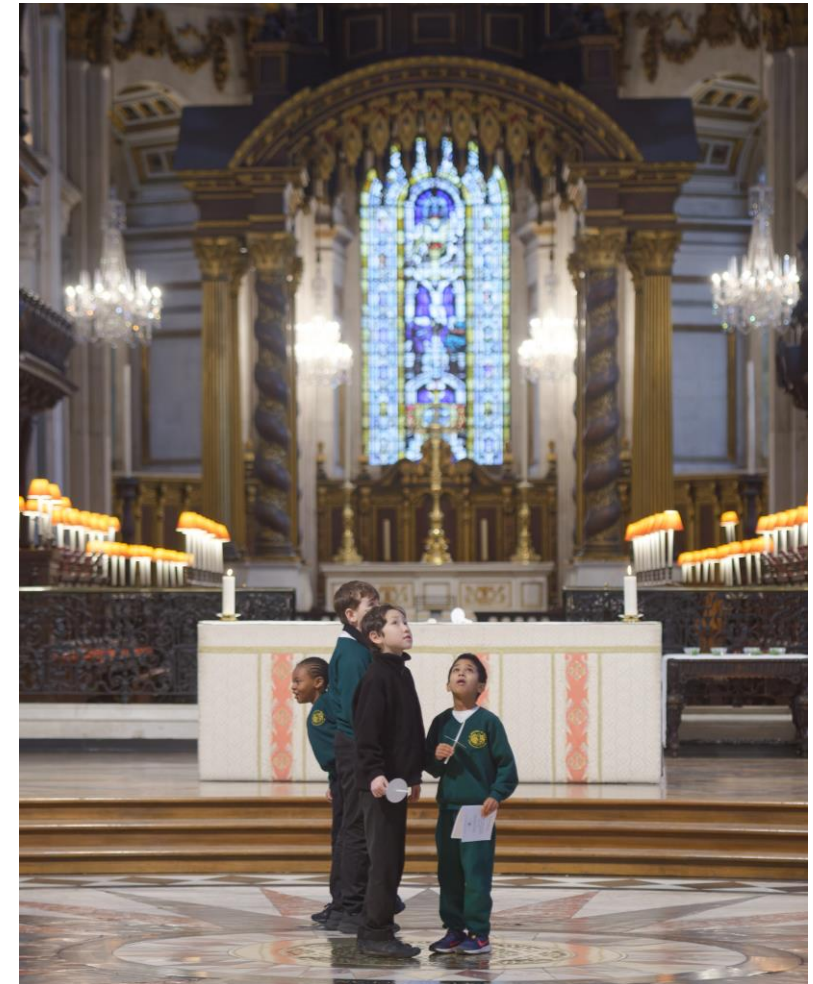


Photo: Graham Lacdao, St Paul's Cathedral

Role description: School Improvement and Grow Education Administrator

Support to the Managing Director of Grow/ Deputy Director of Education for School Improvement

Providing administrative support including:

- Liaising with the Deputy Director to arrange consultancy visits to schools
- Maintaining and updating the consultant register and related documentation
- Maintaining and updating the LDBS Core and Grow school visits registers and related documents
- Corresponding with consultants, external partner agencies and Grow and LDBS staff, including contracts and related documentation
- Taking meeting minutes
- Provide diary support to the Deputy Director

Undertaking any other duties commensurate with the post, including occasional evening work if a course requires it.

Administrative Responsibilities

- Co-ordinating administration functions for Grow Education under the direction of the Deputy Director
- Providing accurate information in a timely manner to customers and Grow/LDBS staff
- Promoting the service through high quality interactions with schools, consultants and staff teams
- Ensuring that the Grow website and all other promotional material is regularly updated and maintained
- Devising and maintaining systems and processes to facilitate and efficient service and to keep accurate records of expenditure
- Working closely with other colleagues and LDBS teams as appropriate in relation to the services Grow provides
- Organising training courses and events held centrally
- Providing administrative support for the City & Diocese Grant Fund

Person specification: School Improvement and Grow Education Administrator



Commitment

You will share our Grow/LDBS commitment to:

- Education that transforms futures;
- Education which is equitable, which embraces diversity, and in which children and young people are safeguarded;
- The LDBS 2030 Vision
- Practice which is evidence-based and equitable;
- Confidentiality and discretion when dealing with sensitive information;
- Ongoing professional development.

Experience and knowledge

Your experience and knowledge that will equip you for this role includes:

- Experience of working with Microsoft 365, Excel and Google docs and training platforms
- Experience of organising a complex workload
- Experience of working with a wide range of people and following policies and processes

Skills

You will have the skills to carry out the role, including:

- A problem-solving, can-do approach
- The emotional intelligence and communication skills to navigate sometimes complex relationships with a wide range of stakeholders
- The ability to understand that Grow Education is the traded service company of LDBS and therefore works within Church of England and Education structures and practices
- Attention to detail and high-level literacy skills; confident in writing to diverse audiences
- Reliable
- Flexible
- Ability to work independently
- Ability to balance priorities and meet deadlines
- A team player willing and able to support the ongoing development of the whole Grow/ LDBS team.

How to apply

- To apply, please complete the application form and send it, with an accompanying statement, to hrservice@london.anglican.org
- Your statement should be no longer than two sides of A4 long and, with reference to the job description and person specification, it should explain why you are applying for the role and why you are a strong candidate.
- Applications are especially welcome from anyone with a Global Majority Heritage because we want to address current under-representation.
- The closing date is 10 November 2023.
- Interviews will be held on 20 November 2023.

For more information or to arrange an informal discussion please contact Terri Patterson, Head of People and Culture, terri.patterson@london.anglican.org

Thank you for considering whether you could join us.



Introducing the LDBS

Church schools serve 58,000 young Londoners

More than half

of pupils in our schools have a Global Majority Heritage. One third have a White Heritage.

They are from the Christian faith, other faith and no faith backgrounds.

Our schools are **inclusive:** they have more primary children with a recognised special education need and/or Education Health Care Plan (ECHP) than the London and national averages.

Our schools serve **deprived communities:** there are more primary children registered for free school meals in our schools than the London and national averages.

LDBS provides:

Training, advice and resources for school leaders to support school improvement

HR support for personnel matters

A comprehensive programme of **governor training**

Data protection support

Many community and Roman Catholic schools buy our school improvement and support services

We run a SCITT (School Centred Initial Teacher Training) which is rated **outstanding** by Ofsted

Church schools transform futures:

In 2022, **68%** of pupils achieved RWM Expected compared to 59% nationally.

In 2022, **14%** of pupils achieved RWM Higher compared to 7% nationally.

94% of Church primary schools are rated by Ofsted as Good or Outstanding.



Introducing Grow Education Partners

Grow Education Partners is the traded service company of the London Diocesan Board for Schools (LDBS).

By working in partnership with a range of schools, we support leaders in fostering inspirational education environments where *all* pupils can flourish.

- Our team is drawn from across the education, human resources and data protection sector.
- We consist of outstanding practitioners, consultants, headteachers and inspectors who are working, or have worked in schools across the capital.
- The LDBS teams also work with Grow to offer additional support to Church schools.
- We bring to schools a vast range of expertise and experience, with a unique insight and understanding of the challenges and barriers that schools may face. This enables us to provide schools with the right targeted support at the right time.

Delivering support for leaders to provide high quality education which *all* pupils deserve.

We appreciate the challenges and barriers that schools face

We are passionate about empowering educators to build on their skills, knowledge and strengths

We are focussed on helping all schools achieve lasting and effective improvement

We are dedicated to offering the best guidance, support and advice at all times

We are flexible and responsive so that we can deliver the best possible service in the ever changing educational landscape.

we are well known for being approachable and solution focussed

We work with over 200 CE, RC, community schools and academies across the wider London region

We are committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults at all times. We are committed to equal opportunities in employment and having a working environment that values the diversity of all people and is free from all forms of unlawful or unfair discrimination. We are also committed to being actively anti-racist and to challenging and removing structural racism and discrimination

LDBS 2030 Vision

Our 2030 Vision is for every young Londoner to experience the love of God in Christ.



Specifically, the LDBS aims to serve and support schools to be:

- Places where all can flourish: our diverse family of children and adults developing and thriving spiritually, physically, intellectually, emotionally, morally and socially.
- Places which enable transformational futures: academically rigorous; pupils from all backgrounds achieving excellent outcomes to give them the best opportunities in life.
- Deeply Christian, committed to serving the common good with the invitation of Jesus to 'life in all its fullness' at their heart (John 10:10).

LDBS approach



Advocacy

LDBS represents school concerns, promotes the interests of church schools and highlights the key difference they make to the education system.



Collaboration

LDBS provides the network through which individual schools, partnerships, federations and trusts can work together to strengthen education.



School Support

LDBS offers bespoke support to individual schools so that they can provide the best possible education for students.



London Diocesan Board for Schools
www.ldbs.co.uk 020 7932 1100

London Diocesan Board for Schools is a Charitable Company
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Registered Address: London Diocesan House, 36 Causton Street,
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Grow Education Partners Ltd is registered in England under company number 02874636
and is a subsidiary company of the LDBS.

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