



Part-time Secretary

The Diocese of Arundel and Brighton Education Service

(.8 of week)

'Serving in partnership, developing excellence, with Christ at the centre'

The Diocesan Education Service (DES) seeks to appoint an experienced and highly efficient Secretary to support our busy and friendly team. Based in Crawley, the DES serves and supports all Catholic schools within the diocese of Arundel and Brighton on behalf of Bishop Richard.

This role would suit a confident and proactive individual who would enjoy the challenge of working in a fast-moving education environment. Key responsibilities will include

- Administration of the Continuing Professional Development (CPD) opportunities and training provided by the Diocesan Education Service for staff and governors in Catholic schools.
- Providing clerical assistance to the Director and professional staff of the Diocesan Education Service.

The successful applicant will be flexible in their approach to working and able to use initiative. They will have demonstrable experience of providing excellent administrative support in an office environment. In return, we offer

- ✓ A team of motivated and supportive colleagues
- ✓ Four weeks paid leave per year pro-rata
- ✓ Competitive salary
- ✓ Non-contributory pension

Closing Date: Monday 19th March 2018 at 10:00am

Interview Date: Friday 23rd March 2018

Please send your completed application by email to marie.ryan@dabnet.org