



Archdiocese of Birmingham

Diocesan Education Service

Senior Office Administrator

**Salary: £25,000 - £30,000 per annum
(depending on relevant skills and experience)**

Would you like the opportunity to lead a small office team supporting the work of the diocese and education in Catholic schools?

Are you interested in gaining experience of assisting and leading others in an office environment?

Are you keen to further develop your range of office skills?

Would you enjoy working with the leadership team as well as your own team?

The Diocesan Education Service is looking to recruit to the position of a senior office administrator. The successful applicant will be part of an office based team supporting the work of Diocesan officers and deputy directors.

It will be a permanent full-time post.

You will be based at our office in Coleshill.

Training and induction will be provided to the successful applicant.

If you wish to discuss this further, please contact us to arrange a visit to our office at Don Bosco House, Coventry Road, Coleshill B46 3EA for the chance to meet the team and learn more about this opportunity and the work of the Diocesan Education Service. We look forward to hearing from you!

Further information and application packs are available on request by contacting the director of education by phone on 01675 464755 or by email on: a.hardy@bdes.org.uk

All applicants are encouraged to visit our website www.bdes.org.uk to learn more about the work of the Diocesan Education Service.

Closing Date for applications: 9am MONDAY 25 OCTOBER 2021
(Interviews will be held on Tuesday 2 November 2021)