

School Effectiveness Officer

Employer:	Manchester Diocesan Board of Finance (MDBF)
Salary:	Diocesan pay scale – Band 4.3 - £20,283 (pro rata of £40,566 FTE per annum) – spot grade
Hours of work:	The role is part-time - 17.5 hours per week
Contract:	Permanent
Normal place of work:	St John's House, 155-163 The Rock, Bury, BL9 0ND

Role Description

Purpose

The post holder contributes to the achievement of the Church's mission and ministry in education by sharing responsibility with the Director of Education for the preservation and development of Church of England Education in Manchester Diocese and working to support the highest standards of education in diocesan schools and academies.

The post holder is committed to the guiding principles that underpin the approach taken by the Manchester Diocesan Education Department.

The post holder works directly with schools, Head Teachers, governors and teachers across the diocese.

Accountability and Key Relationships

The post is line managed by the Deputy Director of Education.

The post holder will work closely with the Diocesan Director of Education, Board of Education staff and members, Diocesan Board of Finance, Diocesan School Advisers, as well as wider Diocesan staff as appropriate.

The post-holder will be a member of the DBE team, and the wider diocesan team.

Key Responsibilities

- Provide advice, support and training to school leaders, staff, governors and clergy working within all Church of England schools and academies.
- To support church schools and academies in their preparation for and response to Ofsted inspections.
- To develop strong relationships with allocated Local Authority, DfE and Multi Academy Trust representatives and to work in partnership with them for the full benefit of all our schools.
- To provide professional and pastoral support for school leaders as appropriate
- To report to BOE on standards and inspection findings.
- To manage support for and gather appropriate school effectiveness intelligence about Diocesan schools.
- To work in collaboration with colleagues from the Education team, CE MAT's and other partners including good and outstanding church schools and academies to broker school to school support and to disseminate highly effective practice across the Diocese.
- To signpost school leaders to other appropriate support and training available from the DBE and other relevant stakeholders.
- As an officer of the Board of Education, to be responsible, with the Director and other colleagues, for the implementation of the policies of the Board and the work of its sub committees.
- To undertake such other duties as may be required by the Director of Education and to work at all times in close partnership with colleagues in the Education team and in other Church House Departments.

Person Specification

Requirements	
Qualifications	<ul style="list-style-type: none"> • Degree • Qualified Teacher Status
Experience and Understanding	<ul style="list-style-type: none"> • Understanding of the requirements for church school education • Experience of teaching across EYS/primary/secondary phases • Experience of advising others, demonstrating judgement and discretion • Understanding of up-to-date educational policy and practice • Experience of Ofsted inspections and understanding of accountability framework • Understand the role of the Board of Education in supporting Church schools • Experience of producing and presenting reports to governance bodies
Knowledge	<ul style="list-style-type: none"> • Know and sympathise with the nature and distinctiveness of church schools, including CE Vision for Education • Knowledge of Church of England structures • Knowledge of safeguarding best practice and an advocate for developing a strong and embedded culture of safeguarding
Skills and Competencies	<ul style="list-style-type: none"> • Able to demonstrate excellent subject knowledge as well as practical application across key stages • Ability to inspire, encourage and challenge colleagues • Confident public engagement and presentation skills, • Able to work collaboratively with partners • Able to analyse Ofsted reports • Good organisational skills - works efficiently and effectively to prescribed deadlines • Highly versatile in literacy and numeracy, able to write Board reports, minute meetings and analyse complex data • Confident communication skills, able to exercise tact and discretion • Good interpersonal skills - able to maintain confidential information and convey difficult messages • Ability to work on own initiative as well as part of a team; able to motivate and manage others

	<ul style="list-style-type: none"> • Sound IT skills: spread sheets, word processing, data bases, email, and Publisher • Self-motivated with a commitment to continuous professional development
Personal Attributes	<ul style="list-style-type: none"> • A practising Christian. • Commitment to the diocese's vision and strategy • An appreciation of the diverse communities in Manchester Diocese • Able to engage positively with the breadth of traditions in the Church of England • Committed to diversity, inclusion and racial justice. • Fully committed to the development and training of self and others
Work-related circumstances	<ul style="list-style-type: none"> • Flexibility to attend evening and weekend meetings • Willing to travel across the diocese and beyond • Access to own car and full driving license

There is an Occupational Requirement for the post-holder to be a practising Christian, in accordance with Schedule 9 of the Equality Act 2010

Additional Information

Summary of Terms and Conditions of Employment

Employer	Manchester Diocesan Board of Finance
Line Manager	Deputy Director of Education
Probation	Appointments subjects to a 6-month probationary period
Normal place of work	St John's House, 155 – 163 The Rock, Bury BL9 0ND
Hours	The role is part-time -17.5 hours per week
Salary	Diocesan pay scale – Band 4.3 - £20,283 (pro rata of £40,566 FTE per annum) – spot grade
Contract	Permanent
Pension	Auto-enrolment into the Church Workers Pension Fund – Pension Builder Classic Product
Annual Leave	22 days annual leave per year, rising to 25 days after 12 months' service, in addition to Bank Holidays and three church days

Application timetable

The closing date for applications is **Wednesday, 15 April 2026 at 5:00pm.**

Shortlisted candidates will be informed by **Friday, 17 April 2026.**

The interviews are scheduled for **Friday, 24 April 2026** at St John's House, 155-163 The Rock, Bury BL9 0ND. Further details will be provided to shortlisted candidates.

Queries can be directed to jobs@manchester.anglican.org

Eligibility and pre-employment enquiries

There is an Occupational Requirement for the post holder to be a practising Christian in accordance with Schedule 9 to the Equality Act 2010

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.

The post is subject to an enhanced Disclosure and Barring Service check.