



Archdiocese of Birmingham

Diocesan Education Service

Office Administrator

**Salary: £20,000 - £24,000 per annum
(depending on relevant skills and experience)**

Would you like the opportunity to be part of a successful team dedicated to supporting Catholic schools?

Are you interested in gaining experience of the education sector?

Are you keen to develop a range of office skills?

Would you enjoy working with different people as well as on your own?

The Diocesan Education Service is looking to recruit to the position of 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: 5pm TUESDAY 2 NOVEMBER 2021

(Interviews will be held on Tuesday 9 November 2021)