

# Job Description for the Post of

## School Patronage Officer

### Introduction

The role of school patron is essential to the provision of education for Church of Ireland primary schools. The 'ethos' of a school is determined by the patron. In the Church of Ireland context, this is normally the diocesan bishop. In that connection, the role of school patron is currently exercised by individual bishops of the Church of Ireland (who have all or part of their diocese in the Republic of Ireland) and nine bishops hold patronage of primary schools in their individual dioceses.

The RCB wishes to appoint a School Patronage Officer to advise and support the work of the Patrons of the Church of Ireland. In the first instance, this role will be focused on providing administrative support services, in a centralised manner, to the diocesan bishops who hold primary school patronage in the Republic of Ireland.

### Qualifications

This is an important role which requires a strong awareness of both the role and function of the school patron and primary school management.

Experience in undertaking the administrative duties in connection with the role of school Patronage would be an advantage for this role.

A qualification in the field of education, law or management would also be an advantage.

### Competencies

This role would suit an individual who enjoys taking initiative and is highly organised.

Good communication skills are essential for this role, as is the ability to foster and maintain positive relationships with colleagues and stakeholders, framed in a customer service approach.

Adaptability in developing the service to Patrons will be a valued competency for this role, along with the ability to look for efficiencies in operations and to take appropriate levels of ownership of the role.

A familiarity with faith-based education and the ethos of the Church of Ireland would be valued in this role.

### Reporting

The School Patronage Support Officer will report to the Secretary of the General Synod Board of Education (RI).

### Principal Responsibility

The School Patronage Support Officer will be the responsible for the management, planning and operations of Patronage Support Service within the Education Function of Church House. This will include advising patrons on various Department of Education procedures relevant to school patronage, and to undertake the administrative functions necessary to effectively implement the functions and duties associated with school patronage.

## **Duties**

The work of the School Patronage Support Officer can be categorised as follows:

1. Ensuring that Church of Ireland Patrons are fulfilling their school patronage role and duties.
2. Overseeing and managing recruitment in Church of Ireland primary schools.
3. Training and Development co-ordination and delivery for primary school Boards of Management in regards to school patronage requirements and compliance.
4. Appointments to Boards of Management (primary).
5. Administering the process for approvals of school buildings out of school time.
6. Managing and co-ordinating school property and trust matters.
7. Reviewing and providing guidance on Admissions Policies for schools.
8. Oversight and advice on Child Protection Matters to patrons.
9. Ensuring compliance with Data Protection, GDPR and managing any Data Access Requests for primary school patrons.
10. To act as panel officer for teacher redeployment on behalf of school Patrons.
11. Representation of the patrons to external bodies and stakeholders.
12. To support and develop the importance and understanding of Faith-based education in an Anglican ethos context.
13. Any other duties relevant to supporting the fulfilling of the role of primary school patron.

## **Terms of Appointment**

The Patronage Support Officer will be appointed on a permanent basis (subject to a probationary period), on a full time basis.

Provision to work from home is in accordance with the policy of the Representative Church Body (RCB) in this regard (currently a two day in-office basis).

Salary to be commensurate with experience and to be agreed with the successful candidate.

The appointee will be an employee of the Representative Church Body (RCB) of the Church of Ireland.

## **Further information is available from:**

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