



Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy

Education Administrative Officer – (21.75hrs a week)

An exciting opportunity has arisen for an experienced administrator to work within the Diocese of Exeter's Education Team to provide an efficient and effective administrative, organisational, and clerking support service that promotes effective internal governance and communication internally and externally with schools, academies, and stakeholders.

The Education Administrative Officer role requires a high degree of proficiency across the domains of:

- Provision of a clerking service.
- Compliance with governance legislation and good governance practice.
- Communication with the team and board members to enable effective support, guidance, and administrative functions.
- Education Services processes, procedures, and policy development.
- Written and oral communications.
- Information and data management.
- Multi agency team working and relationship building.

The Education Administrative Officer will be required to apply for an enhanced disclosure certificate from the Disclosure and Barring Service in connection with this role.

The normal place of work will be the diocesan offices in the Old Deanery, The Cloisters, Exeter, EX1 1HS with the possibility of some home working. There is the expectation of occasional travel throughout the county of Devon (including Plymouth and Torbay).

For an informal conversation about this role please contact Susan Lockwood, Director of Education (sue.lockwood@exeter.anglican.org).

If you would like to find out more information, view the Role Description and Person Specification or apply for the role, please follow the link to the Church of England Pathways recruitment website.

[Apply Now – Educations Administrative Officer](#)

Salary - £15,000.00 - £16,699.20 - 0.6 FTE per annum (£25,000.00 – £27,832.00 (1.0 FTE) depending on experience

Hours – Part-time 21.75 hours per week

Closing date for applications is Sunday 25th October 2026
Interviews will be held on Tuesday 3rd November 2026

All applications will be processed through the Church of England Pathways Recruitment website.