

**INCHMARLO SCHOOL ADMINISTRATOR**

**APPLICATION PACK**

Thank you for your interest in working at Preparatory School of The Royal Belfast Academical Institution (Inchmarlo).

This application pack contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the post. Further information about the School can be found on our website: [www.inchmarlo.org.uk](http://www.inchmarlo.org.uk)

**THE SCHOOL**

The Preparatory School of RBAI was founded at ‘Inchmarlo’ Marlborough Park Belfast in 1917.

In keeping with the aims of RBAI, Inchmarlo Preparatory School believes in promoting the spiritual, personal, social and academic goals desirable for our pupils. We wish to promote in all our pupils such values as to make them caring, responsible citizens of the future. These values are inherent in all areas of the school life, and prove the basis for, and are implicit in, all our school policies. We believe in the dignity and worth of each individual and in the development of the whole person.

All members of staff in the school share these ideals, values and beliefs and the promotion of these will ensure a pupil-centred approach so that caring is a shared responsibility of all teachers in our school.

**The General Aims of the school are:**

* To provide a working, caring and happy environment in which the potential of every child is realised.
* To promote the spiritual, moral, cultural, intellectual and physical development of pupils at the school and thereby society.
* To prepare such pupils for the opportunities, responsibilities and experiences of adult life.

**These aims will be expedited by:**

The curriculum of the school which encompasses that which is laid down by the NI Curriculum and includes other ranges of experiences offered by the school, in school time or as extra-curricular activities.

The climate of relationships, attitudes and styles of behaviour established in the school community.

Today Inchmarlo has approximately 130 pupils.

**THE POSITION**

The Board of Governors is seeking to appoint a full time permanent Office Manager to provide administrative support to the Headmaster and be the first point of contact for pupils, parents and visitors.

Hours are 35 hours per week - 40 weeks per year

Salary is £24,000 per annum pro rata (£17,825 actual)

**APPLICATION**

Please complete the attached Application Form and Monitoring Form ensuring you have supplied evidence of your qualifications, experience and skills relating to the criteria for the post. Please return completed forms to the Headmaster at Inchmarlo, Cranmore Park, Belfast, BT9 6JR - by **12 noon on 18 June 2021.**

**PRE EMPLOYMENT VETTING**

RBAI and Inchmarlo places paramount importance on the safeguarding and wellbeing of our pupils. Consequently, we undertake pre-employment vetting of all applicants who are successful in being selected for a position at the school. This vetting includes, but is not restricted, to an Enhanced Disclosure Check with AccessNI including a barred list check for certain posts, taking up of references and examination of past employment record.

Posts involving work in the School are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012). The successful applicant will require an Enhanced Disclosure Check and possibly a barred list check depending on the role. Further details regarding this check will be issued as part of the pre-employment vetting process

Please note that a criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosure Information will not be used unfairly. Guidance on the recruitment of ex-offenders is available at: <https://www.executiveoffice-ni.gov.uk/publications/employers-guidance-recruiting-people-conflict-related-convictions>.

It is an offence for anyone to who is barred from working with children and vulnerable adults to apply for a role in Regulated Activity within the school. Further information may be obtained from AccessNI at: <https://www.justice-ni.gov.uk/articles/disclosure-and-barring>.



**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**JOB DESCRIPTION**

**Title:** Office Manager

**Department:** Inchmarlo

**Responsible to:** Bursarthrough the Headmaster

**Role:** To provide administrative support to the Headmaster and be the first point of contact for pupils, parents and visitors.

**Main Duties & Responsibilities**

**Receptionist**

* Undertake reception duties including responding to telephone and personal enquiries;
* Assist with School Communication, including contacting parents, pupils and Staff;
* Meeting and welcoming visitors and providing hospitality as required;
* Fielding enquiries from parents, pupils, staff, Governors, external organisations including other schools and prospective parents and pupils;
* Acknowledging receipt and arranging prompt distribution of deliveries;
* Administration of incoming and outgoing mail and its delivery to post office.

**Personal Assistant**

* Providing and managing confidential support to the Headmaster with all activities including diary and email management, travel arrangements, setting up and servicing meetings, planning and organisation;
* Ensuring an effective system of diary management for the Headmaster and Senior Leadership Team;
* Completing required preparatory work for the Headmaster’s appointments and commitments;
* Undertaking discrete project work on behalf of the Headmaster;
* Ensuring that follow up action points from meetings are recorded and completed;
* Attending events with the Headmaster in order to provide administrative support;
* Being responsible for all correspondence passing through the Headmaster’s office, including dealing with incoming and outgoing post/emails and responding as appropriate either on the Headmaster’s behalf or drafting responses;
* Liaising with RBAI and other staff with regards to the administration of academic staff recruitment and other employment matters;
* In the absence of the Headmaster referring matters to the relevant member/s of the Senior Leadership Team for action;
* Recording and distributing of notices from staff meetings etc;
* Preparing relevant paperwork for the Senior Leadership Team, setting agenda, taking and distributing minutes as required;
* Inputting and accessing information to pupil files on the School’s SIMS;
* Carrying out photocopying and preparation of material for the Headmaster as required;

**Administration**

* Organising the administration within the Preparatory Department to ensure an efficient and well-structured office system;
* Providing administrative support - including word-processing, photocopying, filing, email.
* Co-ordination of the School's calendar;
* Co-ordinating changes to published information, in light of staffing changes/ /academic year/policy updates;
* Administration of, and responsibility for the effective use of, the School electronic communication system;
* Liaising with other staff to produce the Weekly Newsletter;
* Helping to organise key school events;
* Carrying out routine administrative tasks, including the collection of money and the completion of records and registers in accordance with School policy
* Maintaining the Preparatory departments budget and expenses;
* Maintenance of stationery stock and the associated records.
* Assisting with the organisation of school trips;
* Building strong relationships with all members of the school community and beyond;

**Other Duties**

* Other duties as may be reasonably requested throughout the year.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

**PERSONNEL SPECIFICATION**

**Eligibility Criteria**

**To be measured at shortlisting, you must demonstrate on your application form precisely how you meet these criteria.**

Qualifications/ Experience

* Hold GCSE’s in Maths and English (minimum grade C), or equivalent.

**Essential Criteria (to be measured at interview)**

Skills and Abilities

Proven ability or experience of the following will be sought.

* **Effective communication**
* Excellent written and verbal communication skills.
* Active listening and good customer service skills.
* **Good interpersonal skills**
* Collaborates easily, friendly and approachable.
* **Multitasking / flexible attitude**
* Successfully able to handle several conflicting tasks at one time.
* Ability to reprioritise to take on urgent work at short notice.
* **Organisational skills**
* Organising own workload and task deadlines to meet agreed targets
* **Technical skills**
* Proficiency in Microsoft Office suite,
* Experience of input of data to database and perform search/ reporting functions
* **Analytical skills**
* Good critical analysis skills for the resolution of problems and preparation of reports

**Desirable Criteria (used for shortlisting only in the event of a large number of applicants) - one or more criteria may be used**

* Previous receptionist experience within last two years.
* Previous P.A. experience within last two years.
* Previous experience in working within a school or educational establishment.
* Previous experience of operating SIMS.

**REF NO**:



**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**APPLICATION FOR EMPLOYMENT**

APPLICANT’S NAME: ………………………………………………………………….

POSITION APPLIED FOR: **INCHMARLO OFFICE ADMINISTRATOR**

PLEASE COMPLETE THE APPLICATION IN BLACK INK OR TYPED FORM

AND RETURN by **12 noon on 18 June 2021** TO:

**the HEADMASTER**

**Inchmarlo,**

**Cranmore Park,**

**Belfast,**

**BT9 6JR**

**fORM CAN also BE EMAILED TO :**

**info@inchmarlo.belfast.ni.sch.uk**

**PERSONAL INFORMATION**

SURNAME: ……………………………… FORENAME(S): …………………………

Mr / Mrs / Miss / Ms / Dr / Other

ADDRESS: …………………………………………………………………………………………………

…………………………………………………………………………………………………

POSTCODE: ……………………………………….

TEL. HOME: ………………………………

MOBILE:………………………………………...

CONTACT EMAIL: …………………………………………………………………

**EDUCATION/QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| GCSE/AS/  A’ LEVEL(S) | SUBJECT(S) | GRADE |
|  |  |  |

Continue on separate sheet if necessary

|  |  |  |
| --- | --- | --- |
| Further / Higher Education Qualification / Technical certificate  (eg, Degree, NVQ) | LEVEL | DATE |
|  |  |  |

**TRAINING**

Please include any relevant training activities undertaken including short courses or in-house training by your employer.

|  |  |  |
| --- | --- | --- |
| NAME OF INSTITUTION | TITLE AND NATURE OF COURSE | DATES |
|  |  |  |

Continue on separate sheet if necessary

**EMPLOYMENT RECORD**

**CURRENT EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: NOTICE REQUIRED:

BASIC SALARY:

DUTIES:

**PREVIOUS EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: DATE LEFT:

DUTIES:

**PREVIOUS EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: DATE LEFT:

DUTIES:

Continue on separate sheet if necessary

**FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please include here information on how you consider your skills, knowledge and experience are relevant to this post and meet the criteria for the post set out in the Personnel specification

You may wish to include experience gained at work or in a voluntary capacity or any other interests you feel relevant to your application.

**REFERENCES**

Please give the name of two referees, at least one of whom should be able to comment on your work, preferably your current or most recent employer. Please indicate if you do not wish any of these referees contacted prior to interview

|  |  |
| --- | --- |
| NAME |  |
| POSITION |  |
| ORGANISATION |  |
| ADDRESS |  |
| TELEPHONE NO: |  |
| CONTACT EMAIL |  |
|  |  |
|  |  |
|  |  |
| NAME |  |
| POSITION |  |
| ORGANISATION |  |
| ADDRESS |  |
| TELEPHONE NO: |  |
| CONTACT EMAIL |  |

**DECLARATION BY APPLICANT**

(a) I have read the information and all the questions on this form have been accurately answered to the best of my knowledge.

(b) I am not suffering from any medical condition which would prevent me carrying out the duties of this post in a satisfactory manner.

(c) I have not been barred by the Disclosure and Barring Service from working in Regulated Activity\*

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date for return of application: 12 noon on 18 June 2021**

All information given by you on this form is held by the School in accordance with EU and UK data protection legislation. The information is used for the selection and appointment to the post you have applied for. Information relating to the successful applicant will be transferred to their School personnel file. Information for all unsuccessful applicants will be held for six months after completion of the selection process and then securely destroyed.

Our staff privacy notice detailing how we collect, use and store data may be found at [www.rbai.org.uk](http://www.rbai.org.uk).

\* Regulated Activity is work that a person working in Northern Ireland must **not** do if the Disclosure and Barring Service (DBS) has “barred” them from working with children and adults.  It is an offence for a barred person to do such work or to apply to do such work.  Further information can be found on the AccessNI website at: <https://www.justice-ni.gov.uk/articles/disclosure-and-barring>.

STATEMENT OF COMMUNITY BACKGROUND

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MONITORING QUESTIONNAIRE *Private & Confidential***  We are an Equal Opportunities Employer. We do not discriminate on grounds of  religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.  To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.  Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.  **My background is that of the Protestant community**   |  | | --- | |  |   **My background is that of the Roman Catholic community**   |  | | --- | |  |     **I am a member of neither the Protestant nor**  **Roman Catholic community background**   |  | | --- | |  |       **Please indicate whether you are: Female**   |  | | --- | |  |   **Male**   |  | | --- | |  |     If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.  Note: It is a criminal offence under the legislation for a person to *“give false information in connection with the preparation of the monitoring return”*. This information will be treated in the strictest of confidence and protected from misuse. It will be used *solely* for the purpose of monitoring our equal opportunity employment policy. |