

Mill Strand
Integrated
School
& Nursery

Senior Clerical Officer

Mill Strand Integrated School & Nursery

Candidate Information Pack

January 2024

Senior Clerical Officer

The Board of Governors of Mill Strand Integrated School & Nursery is seeking to appoint a Senior clerical Officer to provide administrative, clerical and secretarial support to the principal, senior management, bursar, school staff and Board of Governors and to assist with the organisation and management of the school office.

Contract Type

Permanent

Duration of Contract/Contract End Date

Permanent

Status

Full-time

Contract Options

40-week contract with salary paid over 12 months.

Hours per Week

36 hpw

Working Pattern

Monday – Thursday 8.30am – 4.30pm, Friday 8.30am – 4.15pm
(to include a 15-minute mid-morning break and a 30-minute lunch break)

Grade/Scale

Senior Clerical Officer | NJC pts 5 - 6 | £23,500 - £23,893 per annum pro rata

Additional Allowance(s)

Not Applicable

Anticipated Interview Date(s)

TBC



Job Description

POST TITLE: Senior Clerical Officer

LOCATION: Mill Strand Integrated Primary School & Nursery

RESPONSIBLE TO: The School Principal

RESPONSIBLE FOR: Maximum of five staff (see paragraph 1 below).

JOB PURPOSE

To provide administrative, clerical and secretarial support to the principal, senior management, bursar, school staff and Board of Governors and assist with the organisation and management of the school office.

MAIN DUTIES AND RESPONSIBILITIES

Supervision

- Allocate, control and monitor work of appropriate staff.
- Identify and provide on the job training to appropriate staff.

Note: This is a discretionary element of the job description. The grade may be awarded if supervision is not a component of the post.

General Administrative Processes and Records

- Provide administrative, clerical and secretarial support for Principal, school staff and Board of Governors.
- Develop, maintain and operate manual and/or computerised information systems in connection with pupils, staff, budgets, meals, maintenance, examinations, care, medical services, recruitment, transport, etc.
- Complete and submit all returns/records as required.
- Manage and maintain school records and archives including physical and digital records and the digitisation of historic records
- Contact with relevant personnel to receive and provide information.

Purchasing and Supplies Administration

- Assist the Bursar/Deputy Bursar in the operation/oversight of requisitioning procedures, including the ordering, purchasing, receiving, checking, storage and distribution of resources as delegated.
- Audit and stock control of resources.
- Arrange for the maintenance of equipment in association with other school and board staff.

Finance

- Receive, receipt and account for all cash as delegated by SMT/Bursar/Deputy Bursar.
- Bank monies and maintain banking records as delegated by SMT/Bursar/Deputy Bursar.

- Communicate with relevant personnel and provide assistance in relation to financial procedures.
- Provide support to the Bursar as required including the processing of requisitions, invoices and payments and the input of data and processing of the 'School Money' system.

Reception, Secretarial and Secretariat

- Operate the telephone/switchboard, receive visitors and provide hospitality as required.
- Provide word processing/typing, filing, duplication and photocopying in support of administrative processes, including the use of e-mail, intranet and internet facilities, where appropriate.
- Sort, screen and distribute all mail.
- Ensure the secure storage of valuable items and confidential documentation.
- Draft correspondence, obtain and update lists of guests, issue invitations, prepare tickets and programmes as required for school functions.
- Maintain diaries, arrange appointments, meetings and provide secretarial service for all staff within the school as determined by Senior Management.
- Communicate on a regular basis with professional staff from outside agencies in order to receive and/or provide information e.g. medical personnel, social services agency personnel etc.
- Keep staff, pupils and parents informed of matters relating to school activities as required by SMT.
- Service meetings and draft minutes as required.

Other duties

- Assist work placement students with practical tasks and assignments within the school of-ficer (where appropriate).
- In conjunction with other trained staff, provide First Aid for staff and pupils.
- Provision of clerical/administrative services to the Board of Governors if/as deemed appropriate.
- Such other duties as may be assigned within the level of the job.

PERSON SPECIFICATION

NOTES TO JOB APPLICANTS
<ol style="list-style-type: none"> 1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant. 2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise. 3. The stage in the process when the criteria will be measured is outlined in the table below. 4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. 5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role. 6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which

case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

SECTION 1 - ESSENTIAL CRITERIA

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Qualifications/ Experience	<ul style="list-style-type: none">• Have either 5 GCSE's (Grades A*-C) including English Language and Mathematics, or equivalent or higher level qualifications and 1 year's experience in an administrative/clerical role in a busy office environment, OR• a minimum of 3 years' experience in an administrative/clerical role in a busy office environment.• Have a minimum of 6 months experience in the management and supervision of staff.• Demonstrable experience of purchasing and supplies administration.	Shortlisting by Application Form
Skills / Abilities	<ul style="list-style-type: none">• Evidence of proficiency in the use of computer packages, to include use of Microsoft Word, Excel, PowerPoint and Outlook.• Evidence in proficiency in the use of websites and web-based systems.	Shortlisting by Application Form

SECTION 2 - ESSENTIAL CRITERIA

The following are **additional essential** criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Method of Assessment
Knowledge	<ul style="list-style-type: none">• Evidence of knowledge of:• The requirements of a Senior Clerical Officer.• General office administrative processes and records.	Interview
Skills / Abilities	<ul style="list-style-type: none">• Proven effective planning and organisational skills and an ability to work under pressure to meet deadlines.• Evidence of a customer focused approach to work.• Demonstrable people management and team skills to successfully motivate and manage others.• Evidence of sound interpersonal and communication skills.• Highly organised.	Interview

	<ul style="list-style-type: none"> • Excellent time-management skills. • Ability to adhere to confidentiality and the Data Protection requirements associated with the post. 	
Values Orientation	<ul style="list-style-type: none"> • Evidence of how your experience and approach to work reflect the school's values/ethos. You will find information about our values here 	Interview

SECTION 3 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
Experience	<ul style="list-style-type: none"> • A minimum of 6 months paid experience or a year's unpaid experience of working in an administrative role <u>within a school environment.</u> • Experience of operating school-based computer applications/systems within a school setting (eg C2K & SIMS). • A recognised qualification in typewriting/word processing • Experience of working with the Board of Governors of a school. • A qualification in shorthand 	Shortlisting by Application Form

Grade/Scale : Senior Clerical Officer | NJC pts 5 - 6 | £23,500 - £23,893 per annum pro rata

Application Pack

Application forms and associated documents may be downloaded from the school's website: www.millstrand.co.uk/jobs

REFERENCES

This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting. The Board of Governors will seek references from present/previous employers for posts involving 'regulated activity'.

DISCLOSURE OF CRIMINAL BACKGROUND

If you have been appointed for a post that involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, the Board of Governors will be required to undertake an Enhanced

Disclosure of Criminal Background. Please note that you may be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed on www.nidirect.gov.uk/campaigns/accessni-criminalrecord-checks or www.justice-ni.gov.uk/articles/about-accessni

It is essential that you fully describe in the application form how you meet the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bound (eg. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

Canvassing will disqualify

LATE APPLICATION FORMS WILL NOT BE ACCEPTED

Please complete and return your application form and Equal Opportunities Questionnaire by post/hand delivering to the school office/post box or alternatively by e-mail to msipsrecruitment@gmail.com no later than 12.00 noon on the closing date for receipt of completed applications.

Mill Strand Integrated Primary School & Nursery is an Equal Opportunity Employer

Summary of Terms and Conditions of Service

The Conditions of Service are determined by the National Joint Council (NJC) for Local Government Services.

HOURS

Please refer to the Candidate Information Pack for hours relating to the post. The full-time hours for non-teaching school employees is 36 hours per week. Employees are required to work such hours as are necessary for the efficient discharge of the duties of the post.

WORKING PATTERN

You are required to be on duty during school term (days of teacher attendance including Baker & InSET Days) plus five additional days. The timing of the five additional days is at the discretion of the Principal of the school.

REMUNERATION

Details relating to the salary scale/rate of pay are in accordance with the agreement relating to your grade. Your hours of work exclude meal breaks. The Candidate Information Pack provides the salary scale/rate of pay relating to the post.

Mill Strand Integrated School & Nursery employees are paid by Bankers Automatic Clearing System (BACS) on a monthly basis. Employees must have a current bank account and provide details prior to the first date of commencement of employment.

ANNUAL LEAVE, PUBLIC HOLIDAYS AND EXTRA-STATUTORY HOLIDAYS

In accordance with the Working Time Regulations (Northern Ireland) 1998 (as amended), all employees have a statutory entitlement to a minimum of 5.6 weeks paid holiday.

The basic annual leave entitlement is increased after 5 years' service in accordance with existing agreements.

In addition, there are normally 12 public and extra-statutory holidays in any leave year.

Employees who work less than a 5 day/36-hour week, and/or fewer than 52 weeks per annum, will have an entitlement to leave that is pro rata to the hours, days and weeks worked.

Salary range	Minimum Entitlement	After 5 years' service
NJC Pts 1 - 6	21 days	28 days
NJC Pts 7 - 17	21 days	29 days
NJC Pts 18 - 30	23 days	30 days
NJC Pts 32 - 43	25 days	31 days
NJC Pts 43 and over	27 days	33 days

The leave year extends from 1 April in one year to 31 March the following year. New entrants will be entitled to leave proportionate to the completed months of service during the first year of entry.

School based employees **are not** permitted to take annual leave during term-time or scheduled work periods.

The employee's monthly pay is calculated based on the hours worked during the year plus the annual holiday (pro rata) entitlement and divided by 12 months.

SICK PAY

The school will pay statutory sick pay (SSP) provided an employee satisfies the rules governing this payment.

Employees who work less than a 5 day/36-hour week, and/or fewer than 52 weeks per annum, will have an entitlement that is pro rata to the hours, days and weeks worked.

MATERNITY, ADOPTION, PATERNITY AND PARENTAL LEAVE

Mill Strand Integrated School & Nursery has Schemes in operation for the provision of Maternity, Adoption, Paternity and Parental leave. Further information is available from the school on request.

PROBATIONARY PERIOD

The first 26 weeks of service is defined as the probationary period.

SUPERANNUATION

The Pension Scheme provided by the school is the Local Government Pension Scheme (LGPS) (NI) which is administered by the Northern Ireland Local Government Officer's' Superannuation Committee (NILGOSC).

Membership of the Local Government Pension Scheme for Northern Ireland is available. The school will enrol you in the Scheme on a contractual basis provided your contract lasts for more than 3 months and contributions towards the scheme will be deducted from your pay. In addition, Mill Strand Integrated School & Nursery has a statutory obligation to automatically enrol you in the Scheme provided you meet the eligibility criteria at any time during your employment. Information and assistance on automatic enrolment is available from the school. If you do not wish to remain in the Scheme you may opt out at any time.

For more information on being a member of the Scheme please visit the NILGOSC website: www.nilgosc.org.uk or alternatively contact the NILGOSC office as follows:

In person: Templeton House, 411 Holywood Road, Belfast, BT4 2LP

Telephone: 0345 3197 325 Fax: 0345 3197 321

E-mail: info@nilgosc.org.uk

RETIREMENT

Further information is available from the school.

NOTICE PERIOD

The minimum period of notice employees are required to give to terminate employment is not less than 1 calendar month/4 weeks. Employees on salary NJC Pt. 42 and above (or equivalent) are required to give 3 calendar months' notice.

UNDERTAKING WORK IN ADDITION TO THIS POST

The Working Time Regulations 1998 implement a maximum working week of 48 hours and although not expressly stated within the Regulations, UK Government guidance has made clear this total applies cumulatively to all employment held by the individual, not separately to each job.

Taking the Working Time Regulations and Health and Safety obligations into consideration employees who intend to undertake or have secondary employment should notify the school in writing of the nature of the role, the number of hours worked and the times that the additional post/s is/are worked.

CHILD PROTECTION

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'. Appointment to a post defined as 'regulated activity' is subject to a satisfactory outcome of the vetting procedure, including receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI which currently costs £33. **Please note that successful candidates may be expected to meet the cost.**

OTHER POLICIES AND PROCEDURES

Other policies and Procedures are available from Human Resource Services on request.