Disclosure of Criminal Background

If you have applied for a post that involves “regulated activity” under the Safeguarding Vulnerable Groups (NI) Order 2007, the Board will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that due to proposals set out in the Department of Education’s Budget, you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33.

Further details in relation to legislative requirements can be accessed on www.nidirect.gov.uk/vetting or www.accessni.org.uk.

Job Purpose

To provide administrative, clerical and secretarial support to the Youth Worker in Charge and Youth Centre Staff.

Main Duties and Responsibilities

1 General Administrative Processes and Records

1.1 Operate manual and/or computerised information systems in connection with members, staff, budgets, maintenance, care, recruitment, transport, etc;

1.2 Complete and submit all returns/records as required;

1.3 Operate requisitioning procedures in line with EA policy and guidance.

2 Finance

2.1 Receive, receipt and account for all cash;

2.2 Bank monies and maintain banking records;

2.3 Communicate with relevant personnel and provide assistance in relation to financial procedures.

2.4 Compile Youth Centre accounts.

3 Reception, Secretarial and Secretariat

3.1 Operate the telephone, receive visitors and provide hospitality as required;

3.2 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;
3.3 Sort, screen and distribute all mail;

3.4 Ensure the secure storage of valuable items and confidential documentation;

3.5 Maintain diaries, arrange appointments, meetings and provide a secretarial service for the Youth Worker in Charge.

3.6 Service meetings and draft minutes as required.

4 Other Duties

4.1 Assist work placement students with practical tasks and assignments within the Youth Centre office (where appropriate);

4.2 Such other duties as may be assigned within the level of the post.

Qualifications and Experience

Applicants must have:

- a minimum of 5 GCSE’s at Grades A*-C or equivalent qualifications to include English and Mathematics
- at least 3 months’ clerical experience in an office environment.

The Selection Panel reserves the right to enhance the criteria in order to facilitate a manageable shortlist.

Knowledge, Skills and Personal Qualities

- Administrative/filing systems
- Financial control systems
- Purchasing systems
- School systems
- Interpersonal skills
- Customer Care
- Organisational
- IT Systems
- Communication
- Common Sense
- Ability to use own initiative
- Approachable/reliable
- Logical
- Confidential
- Presence/sense of humour
- Team Member

Please note the onus is on candidates to provide sufficient detailed information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since Selection Panels cannot make assumptions in the absence of essential information.
Terms and Conditions of Service

The main terms and conditions of employment are those for Part-time Clerical Officers as laid down by the Joint Negotiating Council for the Education Authority and are drawn mainly from the conditions of service of the National Joint Council for Local Authorities staff.

Salary Scale

The salary scale for the post is £15,014 - £16,491 pro rata per annum (£7.9983 - £8.7852 per hour).

Hours of Work

The hours of duty will be 12.5 hours per week (Monday – Friday 10.00 am – 12.30 pm).

Your employment contract requires that you work 52 weeks less your period of annual leave. Consequently, there will be a requirement for you to work during school closure periods either within the school or other EA locations. You may, however, if you so wish negotiate with your Principal for term-time working conditions.

Annual Leave Entitlement

Entitlement to annual leave is 21 days in a full holiday year in addition to 12 public and extra statutory holidays. Entitlement to leave in the first year of employment is pro-rata to the number of months completed.

General Conditions of Appointment

Appointments are subject to:

(a) the Contracts of Employment and Redundancy Acts 1975 as amended and in particular the statutory provisions relating to termination of employment and the period of notice;

(b) the provisions of the Local Government Superannuation Act (NI) for the time being in force;

(c) satisfactory completion of all pre-employment checks;

(d) probationary period of six months.

(e) the condition that no other employment is entered into during the period of employment by the Education Authority and that no employment by or in the service of another person or body should be undertaken except with express approval of the Education Authority.

Canvassing and Referees

Canvassing directly or indirectly will entail disqualification. Referees should not include any officer or member of the Recruitment and Selection Panel.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007

SEPTEMBER 2017