



BELFAST ROYAL ACADEMY

Cliftonville Road, Belfast BT14 6JL

Invites applications for the following five posts:

FULL-TIME PERMANENT POSTS:

**1. SCHOOL ADMINISTRATION &
EVENTS CO-ORDINATOR**

**2. GENERAL OFFICE
ADMINISTRATOR**

TERM-TIME POSTS:

**3. CHEMISTRY LABORATORY
TECHNICIAN**

**4. SIXTH FORM STUDY
SUPERVISOR (4 DAYS PER WEEK)**

5. SWIMMING POOL SUPERVISOR

Application forms and relevant information may be
downloaded from the web-site below.

**All applications must be received by the dates noted
on the personnel specifications.**

The Board of Governors is an Equal Opportunities Employer.

www.belfastroyalacademy.com



**BELFAST ROYAL ACADEMY
SIXTH FORM STUDY SUPERVISOR (TERM –TIME) 4 DAYS PER WEEK
FROM SEPTEMBER 2019
PERSONNEL SPECIFICATION**

LOCATION:	3-17 Cliftonville Road BELFAST
REPORTING TO	The Head of Finance & Corporate Services through the Head of Sixth Form
QUALIFICATIONS & EXPERIENCE	<p>Essential</p> <p>Applicants should have a good general level of education, including GCSEs in English and Maths or equivalent and other qualifications, which may include secretarial / administrative qualifications.</p> <p>Applicants must have experience of working with children aged 15-18.</p> <p>Desirable</p> <p>Experience of working with children in an educational environment / experience in a similar role would be desirable.</p> <p>Evidence of administration skills and experience would also be desirable, including word processing skills (such as qualifications in Word Processing) and IT literacy.</p> <p>The criteria for shortlisting may be upgraded to those listed in the desirable category, depending on the number of applications received for the post.</p>
PERSONAL ATTRIBUTES	As the position will involve dealing with a wide range of people it is important that the person selected is well presented, has a pleasant

disposition and is able to demonstrate a responsible and mature attitude.

CONDITIONS OF SERVICE

1. Salary
This is a Part-Time contract from 1 September 2019 until mid May annually during school term time, for 33 weeks in the year. The salary payable for this role will be equivalent to NJC 5-11 pro rata (currently £6,663-£7,503). There may be a need for the successful applicant to work additional hours in May/ June. The successful candidate will start at the first point on the scale. Progression up the scale will be dependent on what the appointee adds to the role, by way of additional administration work carried out, as well as his/her success in supervising pupils and creating a quiet Study Area.
2. Pension
The successful applicant will be automatically enrolled in the NILGOSC Pension Scheme but can opt out. The Employer contributes 20% to this Scheme.
3. Holidays
The above salary includes payment for 4 weeks' holiday, including public and statutory days. The person appointed will not be required to work during school holidays, which include 1 week at half term (November and February), 2 weeks at Christmas and 2 weeks at Easter and the summer holidays.
4. Hours
20.25 hours per week, Mon, Thurs 8:55-3:10, Tues, 9:40-2:15, Wed 8:55-2:05.
5. Sick Pay
This is in accordance with the National Joint Council sickness entitlement scheme.
6. Notice
The appointment will be subject to notice of one calendar month being given.
7. Probation
The appointment will be subject to a probationary period of six months during which performance will be monitored. This can be extended by three months, where considered appropriate.

MAIN DUTIES AND RESPONSIBILITIES

1. Supervise senior pupils during study periods and examinations as required and ensure a quiet environment is retained in the Study area, which is conducive to study.
2. Take the attendance register for each study period.
3. Maintain and advise on ways of improving the study environment for pupils, working closely with the L6 Study Supervisor and agreeing on how best to improve the study environment.
4. Communicate with appropriate teaching staff on any behavioural issues in respect of pupils. Prepare weekly Sixth Form study monitoring notes to inform pastoral staff of progress made by underperforming pupils.
5. Inform staff of absenteeism of pupils from study periods without permission.
6. Ensure pupils maintain a tidy work environment and report any damage of property to the Estates Manager. Ensure the area is kept clean and tidy.
7. Check UCAS forms for examination grades & liaise with pupils re amendments
8. Proof reading of reports and doing on-line corrections
9. Complete any records/returns as required.
10. Assist with Education and Maintenance Allowance administration as required.
11. Assist with arrangements for Work Experience and assisting in organising primary school visits and work placements.
12. Obtaining and processing relevant consent form for sixth form pupils.
13. Assist in preparing and collating information, reports and subject materials as required, daily pupil notes and with school mailings.
14. Be proactive and take the initiative in identifying and carrying out tasks which can be completed as part of the role, in liaison with the Head of Finance & Corporate Services and other staff involved with Sixth Form pupils.
15. Carry out such administration duties as may be assigned by the Principal or Head of Finance & Corporate Services.

Application process

Application forms may be downloaded from the website and should be returned electronically by no later than **Friday 24th May at 12 noon to gboyd707@c2kni.net** or may be posted or hand delivered to the following address:

The Head of Finance & Corporate Services
Belfast Royal Academy
3-17 Cliftonville Road
BELFAST
BT14 6JL

A Monitoring Form should also be completed and returned by the above date (e-mail address gboyd707@c2kni.net) or may be posted or hand delivered along with the application form.

Late application forms will not be accepted.

It is intended to interview shortlisted candidates on Friday 31st May.

CHILD PROTECTION

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued if an offer of employment is made.

Belfast Royal Academy treats with the utmost seriousness its responsibility to protect pupils by preventing unsuitable people from working with them in paid or voluntary positions. Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

The process whereby applicants are vetted for employment is set out by AccessNI as an Enhanced Disclosure; see www.accessni.gov.uk. Hence, applicants should be aware that any offer of employment will only be confirmed when the school has:

- received two satisfactory references, one of which must be from the most recent employer;
- verified proof of identity as specified by AccessNI;
- Received an Enhanced Disclosure Certificate from AccessNI confirming the eligibility of the applicant to work in the school;
- Viewed originals of qualifications recorded on the application form.

With effect from 1 April 2011 the Department of Education ceased to fund pre-employment checks carried out by AccessNI. As a result, any applicant offered paid employment in a regulated activity will be required to pay £33 for the Enhanced Disclosure Certificate (EDC). AccessNI regulations do not allow for individuals to apply direct to AccessNI for an EDC and therefore the application will be made through Belfast Royal Academy.

Process

The following information is required:

- Relevant ID
- Original qualifications and copies of same.

When an offer of employment is made the preferred applicant must:

- Apply for an Enhanced Disclosure certificate by registering at www.nidirect.gov.uk/accessni.
- Provide a cheque for £33 made payable to Belfast Royal Academy.
- Complete a pre-employment Health Check.
- Contact the school as soon as the AccessNI certificate is received

The appointment will only be confirmed after all pre-employment checks have been completed satisfactorily.