



BELFAST ROYAL ACADEMY

Cliftonville Road, Belfast BT14 6JL

The Board of Governors invites applications
for the posts of:

TEACHER OF RELIGIOUS STUDIES and **GENERAL OFFICE ADMINISTRATOR**

Application forms and relevant information may
be downloaded from the website.

The closing date for receipt of completed applications is
Wednesday 1st May 2024 at 12:00noon.

Belfast Royal Academy is an
Equal Opportunities Employer.

www.belfastroyalacademy.com

BELFAST ROYAL ACADEMY



APPLICATION INFORMATION

POST:	General Office Administrator
CONTRACT:	Full-Time, Permanent
LOCATION:	5-17 Cliftonville Road Belfast BT14 6JL
REPORTING TO:	The Head of Finance & Corporate Services
OVERALL RESPONSIBILITIES:	To provide a full administrative role in the main School Office, including dealing with parents, teachers and pupils.

GENERAL INFORMATION:

Belfast Royal Academy was founded in 1785 by Dr James Crombie. His aim was to establish a school to provide an education of high standard. For over 235 years, the school has remained true to this principle and continues to enjoy a reputation of academic excellence alongside notable extra-curricular activities. It is a voluntary grammar school of 1400 pupils, with a further 160 pupils in the preparatory department. Its management is vested in a Board of Governors on which parents and teachers are represented, along with Governors elected by Members of the Academy and nominees of the Minister of Education.

We are looking to appoint an enthusiastic General Office Administrator with excellent organisational skills.

The key role of the General Office Administrator will be to provide a comprehensive and confidential administrative support service within Belfast Royal Academy, utilising the C2K School Information Management System (SIMS) and other education specific IT systems, ensuring accurate IT data capture to meet the requirements of the School. The post-holder will help in the provision of a clerical, secretarial and administrative service to achieve timely, accurate information and provide support to the Principal, Head of Finance and Corporate Services, Senior Leadership Team & other School staff and follow established processes and procedures to ensure tasks are completed within set timescales.

CONDITIONS OF SERVICE

1.Salary - The salary is based on points 7 - 17 (£24,294 - £28,770). The actual salary awarded will be dependent upon the relevant skills and experience of the successful applicant.

2.Hours – The standard basic hours are 36.25 per week, Monday – Friday 08:15–16.15, with 45 minutes for lunch.

3.Holidays - The above salary includes payment for 6 weeks' holiday, including public and statutory days. Holidays will be taken outside of term time.

4.Pension - The successful applicant will be automatically enrolled in the NILGOSC Pension Scheme but can opt out.

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 one month during which performance will be assessed. This can be extended by three months, where considered appropriate.

APPLICATION PROCESS

All relevant forms and information may be downloaded from the vacancies section on the school website (www.belfastroyalacademy.com).

Completed forms should be sent electronically to Ms L McIntosh by emailing, lmcintosh152@c2kni.net, no later than **12 noon on Wednesday 1st May 2024**.

Anticipated Timescale:

Shortlisting	Wednesday 1 st May 2024
Interviews	Wednesday 8 th May 2024

Pre-Employment Procedure:

Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. Belfast Royal Academy treats with the utmost seriousness its responsibility to protect and safeguard pupils. Subsequently, any offer of employment will be confirmed subject to the satisfactory outcome of all the following:

- Two satisfactory references, one of which must be from the most recent employer.
- Viewed originals of qualifications recorded on the application form.
- Health Declaration
- Enhanced Disclosure Certificate from AccessNI

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JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

- Provide an effective reception service and ensure that all visitors to the School are received in a polite, professional & helpful manner.
- Provide administrative, clerical and secretarial support to the Headmaster, Bursar, Senior Leadership Team and other School staff.
- Undertake word processing, typing, filing, duplicating, and photocopying tasks in support of administrative processes, including the use of email and internet facilities.
- Operate the telephone switchboard in an effective and efficient manner and ensure that all calls and queries about the School and its activities are handled professionally and courteously, capturing and communicating information accurately.
- Deal with routine enquiries from pupils, staff, parents and visitors (by telephone, written correspondence and in person) and provide them with the relevant information or refer more complex, non-standard queries to the appropriate member of staff.
- Provide a batch photocopying service and associated tasks such as binding and laminating. Prioritise the flow of work to ensure that all photocopied documentation is consistently provided to the required standards and within the specified timescales.
- Facilitate effective communication with staff, pupils and parents by drafting correspondence and compiling *inter alia* daily notices to parents, daily form teacher notices, weekly staff notes and pupil notes and weekly staff briefing notes.
- Maintain and analyse the School's Management Information System (SIMS) including the production of registers and maintenance of pupil records, including admissions, leavers, new enrolments and pupil attendance.
- Record absences and attendances and oversee roll marking, including liaising with the Class Tutors. To prepare relevant absence reports in the computerised system.

- In conjunction with the Curriculum VP, carry out year-end protocols for C2k and other systems.
- Prepare relevant information for new intake and ensure accuracy of data entry including setting up new academic year groups, uploading pupil photos and updating as required.
- Assist with the preparation of examinations including the printing of examination papers.
- Assist with the arrangements for in-school issue of exam results and reports.
- To be responsible for maintenance of office equipment, including photocopiers and printers.
- Sort, screen and distribute all incoming mail.
- Assist the yearbook committee.
- Receive and receipt incoming cash payments.
- Assist with the retention and disposal of information in a manner consistent with the policy of the School and the requirements of the Data Protection Act.
- Such other duties as may be allocated by the Head of Finance & Corporate Services.

The duties listed above are not exhaustive but instead, are indicative of the types of duties the applicant will be responsible for. The applicant will be involved in other relevant administrative duties as required and it is expected that the role will develop to meet the needs of the School.

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 and the ability to work constructively within a multi-disciplinary team.

QUALIFICATIONS & EXPERIENCE

Essential Criteria

- EC1 A good general level of education, including GCSEs in English and Maths or equivalent

- EC2 IT literacy with specific experience of Microsoft Excel, Word, Outlook and Powerpoint
- EC3 Excellent literacy and numeracy skills
- EC4 Good interpersonal skills and the ability to communicate effectively with pupils, parents and staff
- EC5 Ability to work effectively to deadlines and to manage time effectively

Desirable Criteria

- DC1 Experience of working in a learning environment
- DC2 Evidence of administration skills and experience
- DC3 The ability to work as part of a team
- DC4 A commitment to continued Professional Development

The criteria for shortlisting may be upgraded to those listed in the desirable category, depending on the number of applications received for the post.