



Post: Clerical Officer (Term-Time)
Reporting to: Support Services Manager
Hours: 22.5 hours per week
Mon – Fri 9:30 am – 2:00 pm
Salary: NJC 5-8 - £25,583 - £26,824 pro-rata

JOB PURPOSE

To provide administrative, clerical and secretarial support to the Principal, school staff and Board of Governors.

MAIN DUTIES AND RESPONSIBILITIES

General Administrative Processes and Records

- 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.
- Operate requisitioning procedures including the ordering, purchasing, receiving, checking, storage and distribution of resources.

Finance

- Receive, receipt and account for all cash.
- Bank monies and maintain banking records.
- Communicate with relevant personnel and provide assistance in relation to financial procedures.

Reception 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.
- Maintain diaries, arrange appointments, meetings and provide a secretarial service for all staff within the school.
- Service meetings and draft minutes as required

Other Duties

- Assist work placement students with practical tasks and assignments within the school office (where appropriate).
- Such other duties as may be assigned within the level of the post.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

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 £32. Further details regarding the payment of this check will be issued with the contract of employment.



HAZELWOOD
INTEGRATED COLLEGE

Principal: Alix Jackson, BSc (Hons), PGCE, DIS, PGDH

70 Whitewell Road
NEWTOWNABBEY
BT36 7ES

tel: 028 9077 4202
fax: 028 9077 7989

email: info@hazelwood.belfast.ni.sch.uk
web: www.hazelwoodcollege.co.uk

PERSON SPECIFICATION

NOTES TO JOB APPLICANTS

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	Hold a minimum of five GCSE passes (Grades A*-C) including English Language and Mathematics, or equivalent or higher-level qualifications OR have a minimum of three years' demonstrable experience in an administrative/ clerical role.	Shortlisting by Application Form
Skills / Abilities	Evidence of proficiency in the use of computer packages, to include use of Microsoft Word, Excel, PowerPoint and Outlook.	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	Evidence of knowledge of: • The requirements of a Clerical Officer. • General office administrative processes and records.	Interview
Skills / Abilities	Proven effective time management and organisational skills. Evidence of a customer focused approach to work. Ability to work effectively as a team member and also independently. Evidence of sound interpersonal and communication skills.	Interview
Values Orientation	Evidence of how your experience and approach to work reflect the school's values/ethos. You will find information about the school's values/ethos on our school website.	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	Have previous experience of working in an administrative role within a school environment.	Shortlisting by Application Form