

## The Royal School Dungannon

### Job Details and Person Specification – Senior Clerical Officer (2019)

#### General Information

Founded by Royal Charter in 1608, the Royal School Dungannon (RSD) is one of Ireland's oldest schools. RSD is a co-educational voluntary grammar and boarding school which has over 650 pupils, of whom around 50 are boarders, many from overseas. The School is situated in its own spacious grounds in a quiet residential area of the market town of Dungannon, enjoying excellent road links to Belfast and other towns, and also to the Province's main airports. A rebuilding and renovation programme has provided the School with excellent facilities across all subjects as well as superb sporting facilities, including a sports hall and floodlit Astro turf hockey pitch. The curriculum at RSD is a blend of traditional and contemporary subjects and the School returns excellent public examination results each year, with over 90% of pupils entering universities throughout the UK and Ireland.

#### RSD Front Office

There are two Senior Clerical Officers on duty at the Front Reception Office from 8:30am to 4:30pm each day during term times and at other operational periods for the school in preparation for the start of the following terms. Staff working in the Front Office are the public face of the school, meeting and greeting pupils, parents and visitors as they enter the school premises. This involves dealing with all telephone/switchboard enquiries, receiving visitors and dealing with enquiries from pupils and staff in a friendly and welcoming manner. At the same time Front Office staff provide an efficient administrative, clerical and secretarial support service to the Headmaster and Senior Staff as required.

#### Terms and Conditions of Service (from 1 April 2019)

Salary: NJC Point 5 (£18,795) to NJC Point 6 (£19,171) on a pro rata basis, dependent upon qualifications and experience.

Hours of work: Your normal working week will consist of 21 hours per week, working a 3 day week currently Monday to Wednesday as agreed by the Board of Governors. The hours of work will be 8:30am to 4:30pm. You are entitled to a break of one hour for lunch and a 15 minute break each morning and afternoon. During the School's holiday periods your hours of work will be as required by the Board of Governors.

Holidays: The holiday year for the Royal School runs from 1<sup>st</sup> April to 31<sup>st</sup> March each year. If you are in service of the school on 1<sup>st</sup> April in any year you shall be entitled to 20 days' annual holiday with pay in that year. If you join after 1<sup>st</sup> April you shall be entitled in that year to annual holidays with pay proportional to your length of service in the remainder of the year.

Currently during the July/August period, Administration staff are required to work one week beyond the end of term in July and return to work two weeks prior to the start of the new academic year in mid August. One colleague from the Administration team will be asked to attend school one day per week on a roster basis during the intervening 6 week period to ensure that office correspondence, emails and other routine school matters can be attended to.

The School closes for pupils' holidays at certain times during the year i.e. Christmas, Easter and July/August. You are required to take your annual holiday entitlement at these times, save those days which the School specifically requests you to report to work.

#### Job Description

The job purpose is to provide administrative, clerical and secretarial support to the Headmaster, Senior Leadership Team and school staff and assist with the organisation and management of the school office as listed in the Job Description attached.

## Person Specification - Qualifications and Experience

### Essential Criteria

- A minimum of 5 GCSE's (Grades A\* to C) or equivalent or higher qualification in Business/Administration or Finance *plus* a minimum of 1 year's experience in a paid capacity of working in an administrative role in an office environment to include the practical use of computers; OR
- A minimum of Pearson LCCI Level 2 Award in Text production or OCR/RSA Stage 2 Word Processing *plus* a minimum of 3 years' experience in a paid capacity of working in an administrative role in an office environment to include the practical use of computers.
- The ability to communicate clearly with colleagues, pupils, parents and external agencies, both orally and in written form
- Demonstrate discretion, tact and the ability to maintain confidentiality in relation to the role
- Well-developed planning and organising skills, including effective time management

### Desirable Criteria

#### Preference may be given to applicants who satisfy some or all of the following criteria

- A minimum of 1 year's experience in a paid capacity of working in an administrative role in the education sector or school setting.
- A minimum of 1 year's experience in a paid capacity of using Microsoft Word in an office environment
- Experience of and proficiency in using ICT, especially other Microsoft Office applications and email
- Experience of using the C2K School Information Management System (SIMS)
- Other relevant experience

The Board of Governors reserves the right to enhance the above criteria for shortlisting purposes.

### Applications

The completed Application Form should be returned **by first post on Wednesday 6<sup>th</sup> March 2019** addressed to: The Headmaster, The Royal School Dungannon, 2 Ranfurly Road, Dungannon, County Tyrone, BT71 6EG and clearly marked "SCO19". Application Forms received after the closing time will not be considered. **Curriculum Vitae will not be accepted in lieu of the standardised Application Form and Equal Opportunities Monitoring Form, both of which must be completed.**

E-mail submission of Application Forms before that time will be accepted but in that case a signed, paper copy must be received in the School by the closing time stated above.

Applicants should state clearly on their Application Form how they meet the criteria. Those applicants who are shortlisted will be invited for interview **during the week beginning 11<sup>th</sup> March 2019**. Specific details regarding the interview will be supplied to all shortlisted applicants by Friday 8th March 2019. Applicants who have not received notification of interview by this date will have been unsuccessful on this occasion.

In order to comply with DENI guidelines on Child Protection, shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus a means of photographic identification, such as a passport or driving licence, to the interview.

Appointment will be subject to references and an enhanced check via AccessNI.