



CAMPBELL
COLLEGE

EST 1894

JUNIOR SCHOOL SECRETARY

JOB DESCRIPTION

Title: Junior School Secretary, term-time + 10 days, permanent to commence as soon as possible

Department: Administration

Responsible to: Head of Junior School

The College

Campbell College Junior School is a school for boys which, throughout its rich history, has been committed to raising expectations and fostering enthusiasm and a lifelong love of learning. Boys are inspired not just by the history and beauty of their surroundings but by the wonderful community of people in the School.

The Junior School and Kindergarten, for boys aged 3–11, is set in the College grounds and shares some of the facilities, such as Music and Drama, the Sports Centre, sports pitches and the dining hall. The Prep is a very well-designed multi-purpose space within which the classrooms are arranged around a main atrium space.

Governors have recently invested more than £500K to refresh facilities, which included the refurbishment of the Key Stage 1 building – repainting, improvements to soft play areas, a new Art room, enhanced ICT provision, and a breakout learning space. The recently completed College Sports Complex offers new opportunities for Junior School pupils, including the much anticipated climbing wall.

The Junior School has its own ICT suite, library, and creative spaces. Outdoor learning, including the Forest School, with its canopy classroom, is encouraged, making full use of the 100-acre site – the children greatly enjoy purposefully building dens in the woods, or using the mud kitchen and having the large outdoor space as a living classroom. It is a very special learning environment for young boys.

Entry to the Junior School is at 3+ or 4+, and most of the boys come from East Belfast, North Down and Ards. Some girls also attend the Kindergarten.

Wraparound care is available from 8am until 6pm to help working parents and those with sons in the Senior School.

Further information is available on the website:

www.campbellcollege.co.uk

Information about the Appointment

This position will require a conscientious individual with good concentration, skill, speed and accuracy with computer software, efficiency at delivery of information to the correct end user and the ability to deal with many inter-departmental requests.

Multi-tasking and excellent interpersonal skills are essential as this post also involves meeting and interacting with staff, parents and pupils and the public.

This is a permanent, term-time (plus 10 days) appointment, commencing as soon as possible.

Hours of work are 36.25 hours per week: Monday – Friday, 8.30am – 4.45pm with a break of one hour for lunch.

Remuneration is on NJC scale Point 17-20, £31,022 - £32,597 per annum, pro-rata.

Main Duties and Responsibilities

- Act as the first point of contact for the school; operate the telephone switchboard, greet visitors, parents, and external contractors.
- Maintain the Head of Junior School's and school diaries, arrange appointments, and route incoming queries or phone messages appropriately.
- Develop, maintain, and operate computerised database systems (such as SIMS, the software widely used across NI schools) to track pupil enrolment, record attendance, staff records, and medical needs.
- Sort, screen, and distribute incoming physical mail and electronic correspondence.
- Actively keep staff, pupils, and parents updated on calendar events, holiday schedules, and general school operations via the IRIS/ParentMail system.
- Weekly distribution of school dinner booking forms to parents and recording for Catering Manager.
- Recording of Junior School non-teaching staff absences/hours to the Administration Department of the College for payment of wages.
- Organising the 'Admissions' process and appointments diary for prospective Junior School and Kindergarten pupils.
- NISTR - administering Sub-teacher cover for staff absences/ courses.
- Recruitment – assisting in scheduling of interviews, staff appointments and vetting.
- Official Returns: Complete and submit mandatory statutory returns and administrative records required by the Education Authority and the Department of Education.
- Maintain strict data protection protocols, ensuring the secure storage of valuable assets and confidential pupil/staff documentation.
- Stock Control: Monitor inventory levels of general office supplies, classroom resources, photocopying paper, and stationery.
- Ensuring that all processes, procedures and working practices are conducted in accord with associated risk assessments and safe working procedures and maintaining a working knowledge of these.
- Safe custody of the keys of the premises.
- Other duties as may be reasonably requested to meet the needs of the College and within the competence of the post-holder.

General Conditions:

- All duties must be carried out to comply with:
 - a) The Health & Safety at Work (NI) Order 1978;
 - b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - c) COSHH Regulations;
 - d) Codes of Practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation professional responsibilities and duties of the post holder.

Criteria for the Appointment

Essential criteria:

The person appointed to this post must be able to demonstrate by means of his/her application and, if short-listed, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

Qualifications/Experience

- Applicants should have at least 5 GCSE (*or equivalent*) passes of Grade C or above, which must include English and Mathematics.

Skills

- be able to show he/she and is proficient in the use of standard computer software packages;
- can demonstrate excellent organisational and interpersonal skills;
- has recent relevant experience in an administrative capacity
- be able to demonstrate the capacity to identify priorities and meet agreed deadlines;
- be prepared to work flexibly, especially during term time.

Personal Qualities

- reliable and punctual;
- able to work as a member of a team;
- able to use own initiative;
- flexible, committed and hard-working;
- able to deal with matters of confidentiality.

Desirable Criteria:

- Preference may be given to applicants who have previous experience in the use of software packages relating to School or switchboard experience.
- Communication and personnel skills reflected through qualifications and experience.
- Experience of working under pressure as a member of a School administration team.

The Application Procedure

Candidates for this post are asked to note that:

- only the information on the application form will be taken into account when decisions about short-listing are made. It is essential that applicants provide evidence that demonstrates how they believe they meet both the essential and desirable criteria for the post.
- they should not submit covering letters, testimonials, a curriculum vitae or any additional information of any kind. Canvassing will disqualify

Complicated Application Forms and Monitoring Questionnaires should be returned to Mrs Leigh Crawford, Secretary to the Head, Campbell College, Belmont Road, Belfast, BT4 2 ND
Or by email to lcrawford842@campbell.belfast.ni.sch.uk

The closing date for applications is 12.00 noon on Monday 28th September.

Disclosure of a Criminal Background

It is a requirement of the Department of Education that, as part of the recruitment procedure, that all applicants must list all convictions, cautions or bind over orders. In the event of being selected for the position an Access NI check will be carried out and any refusal will prevent further consideration of the application.

Candidates short-listed for interview will be required to produce original certificates and photocopies of the same.

The selection panel reserves the right to enhance any of the essential or desirable criteria should it need to do so in order to create a manageable shortlist of candidates for interview.

Remuneration:

Payment will be made monthly by bank transfer.

Probation:

The appointment is subject to satisfactory references, a medical health check, a probationary period of three months and Access NI security clearance to work in a school environment.