Job Ref Number: NT/18/404

Supervisory Assistant (5 posts)

Millisle Primary School

Candidate Information Pack
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Section 1 - Background and Context

The Education Authority (EA) wants every child to have an outstanding education. The EA was established under the Education Act (Northern Ireland) 2014 and became operational on 1 April 2015. It is a non-departmental public body sponsored by the Department of Education and the Department for the Economy.

The EA is responsible for ensuring that high quality primary and secondary education services are available to meet the needs of children and young people, and for support for the provision of efficient and effective youth services. These services were previously delivered by five Education and Library Boards (ELBs). The organisation employs over 39,000 people across Northern Ireland in a wide variety of roles including teachers in controlled schools, school-based support staff and staff in administrative headquarters.

The work we do impacts the lives of tens of thousands of children, young people and their families every day. The services we provide are essential in supporting, encouraging and facilitating learning within our communities to develop generations of young people who are equipped to succeed in life and work in the modern world. As a public sector organisation, we must continue to deliver these vital services in a challenging environment of increasing financial pressure and under intense public scrutiny.
Section 2 - Job Description

Post: Supervisory Assistant (5 posts)

Status: Permanent

Location: Millisle Primary School

Hours: 2.5 hpw (Mon to Fri – 12.15 pm to 12.45 pm)

Rate of Pay: £8.7335 - £8.8571 per hour. NJC pts 6 - 8. A retainer fee is paid during school holidays.

Responsible To: The Principal through the designated line manager

JOB PURPOSE:

To be responsible under the direction of the principal/Senior Supervisory Assistant individually or as a member of a team as may be employed, for the supervision of children and the maintenance of discipline for the children remaining on the school premises throughout the mid-day break (i.e. the interval between the close of morning school and the re-opening of school in the afternoon).

1.0 DUTIES AND RESPONSIBILITIES

1.1 To assist in the supervision of children in all areas of the school and ground in order that health and safety regulations are observed and school discipline is enforced.

1.2 To liaise with the Principal/Senior Supervisory Assistant on all matters relating to mid-day supervision.

1.3 To deal with minor problems, accidents/sickness and report any serious incident to the Principal/Senior Supervisory Assistant immediately.

1.4 To supervise children consuming meals and packed lunches, including:

(a) the movement of children between classrooms and dining areas where necessary, including dining areas outside the school premises.

(b) the supervision of queues, seating arrangements, and the circulation of pupils to and from service points.

(c) the supervision of the conduct of diners.

1.5 To be responsible for:

(a) collection of dinner tickets where appropriate.

(b) the distribution of meals within the dining area as appropriate.

(c) ancillary associated duties (e.g., cleaning up spillage’s, ensuring tables are cleared and cleaned, removal of litter from all areas used for the consumption of food including packed lunches, etc).
(d) assisting children where necessary.

1.5 Duties as delegated in connection with Cash Cafeterias.

2.0 GENERAL CONDITIONS

2.1 All duties must be carried out to comply with:

(a) the Health and Safety at Work (NI) order 1978;
(b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
(c) Codes of Practice.

2.2 All duties will be carried out in the working conditions normally inherent in the particular job.

2.3 All necessary paperwork must be completed.

2.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

Evaluated: January 2003
## Section 3 - Person Specification

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>EXPERIENCE</strong></td>
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<td>Preference may be given to those applicants who have:</td>
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<td></td>
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<td>- Experience in a paid capacity of working with or supervising children.</td>
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<td><strong>KNOWLEDGE</strong></td>
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<td>- Knowledge of the requirements of a Supervisory Assistant;</td>
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<td></td>
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<td>- Awareness of Health and Safety procedures.</td>
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<td><strong>SKILLS</strong></td>
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<td>- Organisational/planning skills;</td>
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<td>- Inter-personal skills;</td>
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<td>- Communication skills.</td>
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<td><strong>PERSONAL QUALITIES</strong></td>
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<td>- Child centred approach;</td>
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<td>- Co-operative;</td>
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<td>- Approachable;</td>
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<td>- Ability to work as a member of a team;</td>
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<td>- Ability to use initiative;</td>
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<td>- Flexible;</td>
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<td>- Willing to carryout instruction;</td>
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<td>- Sensitive;</td>
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<td>- Empathetic;</td>
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<td>- Confidentiality;</td>
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<td></td>
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<td>- Enthusiasm.</td>
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<tr>
<td>OTHER REQUIREMENTS</td>
<td>ESSENTIAL</td>
<td>DESIRABLE</td>
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<td>➢ Willingness to undertake job related training as and when required.</td>
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SUMMARY OF TERMS AND CONDITIONS OF SERVICE

The Conditions of Service are determined by the National Joint Council (NJC) for Local Government Services.

HOURS

Please refer to the Candidate Information Pack for hours relating to the post. The full-time hours for an EA employee is 36 hours per week. Employees are required to work such hours as are necessary for the efficient discharge of the duties of the post.

REMUNERATION

Details relating to the salary scale/rate of pay are in accordance with the agreement relating to your grade. Your hours of work exclude meal breaks. The Candidate Information Pack provides the salary scale/rate of pay relating to the post.

EA employees are paid by Bankers Automatic Clearing System (BACS) on a monthly basis. Employees must have a current bank account and provide details prior to the first date of commencement of employment.

ANNUAL LEAVE, PUBLIC HOLIDAYS AND EXTRA-STATUTORY HOLIDAYS

In accordance with the Working Time Regulations (Northern Ireland) 1998 (as amended), all employees have a statutory entitlement to a minimum of 5.6 weeks paid holiday.

The basic annual leave entitlement is increased after 5 years’ service in accordance with existing agreements.

In addition, there are normally 12 public and extra-statutory holidays in any leave year.

Employees who work less than a 5 day/36 hour week, and/or fewer than 52 weeks per annum, will have an entitlement to leave that is pro rata to the hours, days and weeks worked.
The leave year extends from 1 April in one year to 31 March the following year. New entrants will be entitled to leave proportionate to the completed months of service during the first year of entry.

School based employees are not permitted to take annual leave during term-time. The annual leave entitlement for the year will be paid in August.

In respect of the period of the year when the school is closed and employees are not on annual leave, a retainer fee calculated at the rate of one half of the employee’s normal rate of pay is payable subject to conditions being met.

**SICK PAY**

The Education Authority will pay statutory sick pay provided an employee satisfies the rules governing this payment.

Occupational sick pay is paid in accordance with NJC Conditions of Service.

Employees who work less than a 5 day/36 hour week, and/or fewer than 52 weeks per annum, will have an entitlement that is pro rata to the hours, days and weeks worked.

**MATERNITY, ADOPTION, PATERNITY AND PARENTAL LEAVE**

The Education Authority has Schemes in operation for the provision of Maternity, Adoption, Paternity and Parental leave. Further information is available from Human Resource Services.

**PROBATIONARY PERIOD**

The first 26 weeks of service is defined as the probationary period.

**SUPERANNUATION**

The Pension Scheme provided by the Education Authority is the Local Government Pension Scheme (LGPS) (NI) which is administered by the Northern Ireland Local Government Officer’s’ Superannuation Committee (NILGOSC).

Membership of the Local Government Pension Scheme for Northern Ireland is available. The Education Authority will enrol you in the Scheme on a contractual basis provided your contract lasts for more than 3 months and contributions towards the scheme will be deducted from your pay. In addition, the Education Authority has a statutory obligation to

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<th>Salary range</th>
<th>Minimum Entitlement</th>
<th>After 5 years’ service</th>
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<tr>
<td>NJC Pts 4 – 17</td>
<td>21 days</td>
<td>28 days</td>
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<tr>
<td>NJC Pts 18 – 25</td>
<td>21 days</td>
<td>29 days</td>
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automatically enrol you in the Scheme provided you meet the eligibility criteria at any time during your employment. Information and assistance on automatic enrolment is available from the Education Authority Human Resources Section. If you do not wish to remain in the Scheme you may opt out at any time.

For more information on being a member of the Scheme please visit the NILGOSC website: www.nilgosc.org.uk or alternatively contact the NILGOSC office as follows:

**In person:** Templeton House, 411 Holywood Road, Belfast, BT4 2LP
**Telephone:** 0345 3197 325
**Fax:** 0345 3197 321
**E-mail:** info@nilgosc.org.uk

**RETIREMENT**

Further information is available from Human Resource Services.

**NOTICE PERIOD**

The minimum period of notice employees are required to give to terminate employment is not less than 1 calendar month/4 weeks.

**UNDERTAKING WORK IN ADDITION TO THIS POST**

The Working Time Regulations 1998 implement a maximum working week of 48 hours and although not expressly stated within the Regulations, UK Government guidance has made clear this total applies cumulatively to all employment held by the individual, not separately to each job.

Taking the Working Time Regulations and Health and Safety obligations into consideration employees who intend to undertake or have secondary employment should notify the Education Authority in writing of the nature of the role, the number of hours worked and the times that the additional post/s is/are worked.

**CHILD PROTECTION**

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as ‘regulated activity’.

Appointment to a post defined as ‘regulated activity’ is subject to a satisfactory outcome of the vetting procedure, including receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI which currently costs £33. Please note that successful candidates will be expected to meet the cost.
PRIVACY NOTICES

Detailed Privacy Notices are published on the EA website www.eani.org.uk/privacy which provide further information on how EA processes your personal information as well as detail on how to contact us if you have any questions. If you are unable to access the EA Privacy Notices, please contact human resources and copies will be provided.

OTHER POLICIES AND PROCEDURES

Other policies and Procedures are available from Human Resource Services on request.
Section 5 – Candidate Information

Candidate Privacy Notice

Prior to completion of your application form you must read the Education Authority’s Candidate Privacy Notice. In Section C of the application form you will be required to indicate that you have read and understood this privacy notice. **Failure to do so will result in EA not processing your application form.**

Application Pack

Please refer to the Applicant Guidance Notes prior to the completion of an application form.

Education Authority application forms and candidate information packs have been created for use with Adobe Acrobat software only. If you do not have the software this may be downloaded free of charge using the following link – [https://get.adobe.com/uk/reader](https://get.adobe.com/uk/reader)

Failure to use Adobe Acrobat when completing or editing an application form may lead to the fields you complete not showing up when the form is printed which may impact on whether you are considered eligible for the post as the information required for shortlisting may not show. You may also experience difficulties saving your completed application form. Application forms must not be completed using a web browser i.e. Google Chrome or Internet Explorer.

The Education Authority **is unable to** take responsibility for forms being completed using the incorrect software.

It is essential that you fully describe in the application form how you meet the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time bounded (eg. 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

Please ensure that your e-mail does not exceed the acceptable e-mail size limit of 20 MB.

**Please note that the Education Authority WILL NOT accept links to Cloud based storage systems eg. Google Drive, iCloud, OneDrive**

Please complete and return your application form and Equal Opportunities Questionnaire by post/hand delivering to the Equal Opportunities Unit, Education Authority, <<address>> or alternatively by e-mail to earecruitment@eani.org.uk no later than **2.00 pm on the closing date for receipt of completed applications.**

If you are returning your application form by e-mail please ensure that the subject line is completed with the Job Reference Number which is identified on the first page of the application form.

Late or faxed application forms will not be accepted
Canvassing

Any applicant who is found to have approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

Equal Opportunities

The Education Authority is fully committed to the promotion of equality of opportunity in employment to all. We aim to select the best person for the job and all recruitment decisions will be made objectively.

Issuing of Correspondence

All correspondence regarding the selection process will be forwarded to you via e-mail where an e-mail address is provided on your application form. It is important that the e-mail address you supply on your application form is your preferred e-mail address for receipt of correspondence.

References

This appointment will be subject to satisfactory references being received. One reference should be from a person who is able to comment on your suitability to work with children/young people in an educational setting. The Education Authority (EA) will seek references from present/previous employers for posts involving ‘regulated activity’.

Disclosure of Criminal Background

If you have been appointed for a post that involves ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. Please note that you will be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.

Further information can be accessed on www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks or www.justice-ni.gov.uk/articles/about-accessni

The Education Authority has adopted a ‘Policy on Smoking’