



# Application Information

## General Assistant (Level 1)

*Full time and Part time options considered*

Temporary position available, Commencement on Appointment.

Thank you for your interest in the position of General Assistant (Level 1) at St Colman's College.

We are pleased to provide details on the position, the responsibilities it entails and the criteria for selection in the Job Description and Person Specification within this pack.

We are also pleased to enclose Application Guidance for your information, and we encourage you to consider this before submitting your application.

Should you have any queries, please email [jmcgrath229@c2ken.net](mailto:jmcgrath229@c2ken.net) and mark *FAO Principal's Office – Recruitment of General Assistant (SEN)*



# Application Guidance

The following Application Guidance should be considered before completing and submitting your application for this position.

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 application form should be completed maintaining the original formatting.
4. The stage in the process when the criteria will be measured is outlined in the Person Specification.
5. Applications remain open for these roles. There is no current closing date.
6. Completed applications should be marked FAO The Principal's Office - Recruitment, and sent to:  
Post: FAO Principal's Office - Recruitment, St Colman's College, Violet Hill, 46 Armagh Road, Newry, Co. Down BT35 6PP  
Email: [jmcgrath229@c2ken.net](mailto:jmcgrath229@c2ken.net)
7. Email applications should be sent in PDF format to the email in 5
8. CVs will not be accepted
9. Additional pages must not be added
10. You must demonstrate in the Application form how you meet the criteria detailed in the Person Specification for this role. Please note that criteria may be enhanced. The Board of Governors of St Colman's College reserves the right to enhance any or all of the essential or desirable criteria, and/or apply any or all of the desirable criteria to facilitate short listing; and/or not appoint to the post.

#### OUR VISION

Our 200-year legacy of educational excellence leads the way at St. Colman's College, with the highest standards of learning, teaching, and innovation to ensure pupils are truly **supported** and **nurtured** to reach their individual potential.

#### OUR MISSION

Our mission is to ensure every St Colman's College pupil is happy and fulfilled during their time at Violet Hill, as they grow to become **accomplished** young adults.

By offering a broad range of subjects and extra-curricular activities, we **inspire** pupils to be fearless in their pursuit of knowledge and the development of their individual talents and interests. Guided by our Catholic faith and values, we, as the College community, work together to foster a welcoming and transformative environment for all.

**Our Values:** We encourage pupils to live by our core values: Bonitas, Disciplina and Scientia, or Kindness, Self-Discipline and Knowledge in every aspect of their school lives. This is the St. Colman's Ethos.

#### **Bonitas:**

##### **Kindness**

Instilling Christian values, we teach our pupils to do the right thing, to be kind to themselves and to others, creating a community where everyone feels valued. Treating each other with respect is an integral part of life at St. Colman's College.

#### **Disciplina:**

##### **Self-Discipline**

We champion the power of self-discipline for our pupils, instilling a healthy drive for excellence inside and outside of the classroom.

We deliver the highest standards of learning and teaching which guide our pupils to make informed choices, act with integrity, and fulfil their potential as Violet Hill pupils.

#### **Scientia:**

##### **Knowledge**

We support our pupils to achieve their highest academic potential, and to grow as lifelong, independent learners beyond their time at St. Colman's College.

We prepare each pupil to take their place in society and to become meaningful contributors to the world around them.

For more information on our Ethos, please visit <https://www.stcolmans.org.uk/about/our-ethos/>



## Job Information

<b>Job title:</b>	<b>General Assistant (Level 1)</b>
<b>Responsible to:</b>	Principal and Bursar and under immediate supervision of LSP/Associate Senior Teacher (SEN)
<b>Terms and Conditions</b>	
<b>Salary:</b>	NC Pts 5 - 8  £13.2062 - £13.8466 per hour  £24, 790 - £25, 992 p.a (pro rata)
<b>Contract:</b>	Temporary Contract Commencing on appointment  Full time and Part time options considered
<b>Hours of work:</b>	To be confirmed on appointment
<b>Probation:</b>	Subject to 6 months' probation from the commencement of contract



# Job Description

**Job title:** General Assistant (SEN)

**Job Purpose:** To be responsible to the Principal for the provision of assistance to teachers/classroom assistants in/outside school with care of pupils.

## Duties and Responsibilities:

### General Assistance

- Assist pupils with toileting/personal hygiene/dressing including the use of basic toileting aids.
- Ensure the safe mobility and general supervision of the pupil/s within school premises, including the playground and on school outings, transporting pupil's belongings (if required).
- Accompany teachers, classroom assistants and/or therapy staff with groups on outings or in respect of individual/group therapy programmes, e.g. swimming, educational outings, hydrotherapy etc.
- Ensure appropriate care and feeding of pupils at meal times.
- Ensure pupils comply with normal school rules and routines during the school day.
- Clean equipment connected with daily activities in classroom and assist with setting out equipment as directed.
- Such other duties as may be assigned within the level of the post. Those duties should be non-curricular.

### General Conditions:

- Carry out all duties 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.
- Carry out all duties in the working conditions normally inherent in the particular job.
- Complete all necessary paperwork.
- Carry out duties for jobs, up to and including those in the same grade, provided such duties are within the competence of the employee.

*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.*



# 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
Experience	<p>Have a minimum of three months' demonstrable experience of working with a child/children in a formal environment ie school, nursery or playgroup.</p> <p>Demonstrable experience in one or more of the following areas:</p> <ul style="list-style-type: none"><li>• Providing direct support to a child/children in a formal environment ie school, nursery or playgroup.</li><li>• Providing support to a teacher and/or school staff inside or outside of the classroom</li></ul>	Shortlisting by Application Form
Knowledge	Demonstrable knowledge of the requirements of a General Assistant 1	Shortlisting by Application Form
Other	Willingness to undertake job related training as and when required	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
<b>Knowledge</b>	Demonstrable knowledge of: <ul style="list-style-type: none"> <li>• Child Protection and Safeguarding, as relevant to the role</li> <li>• Health and Safety regulations, as relevant to the role</li> </ul>	Interview
<b>Skills / Abilities</b>	Evidence of an ability to work flexibly to help ensure a child-centred learning experience Evidence of effective interpersonal and communication skills Proven effective team working skills Evidence of good planning and organising skills to ensure work is completed on time to the required standard	Interview
<b>Values Orientation</b>	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 - DESIREABLE 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
<b>Experience / Knowledge</b>	Evidence of a working knowledge of one or more of the following IT systems: <ul style="list-style-type: none"> <li>• Microsoft Word and Outlook</li> <li>• C2K schools IT systems</li> </ul>	Shortlisting by Application Form