



# **Controlled Schools' Support Council**

Appointment of Senior Clerical Officer

Application pack

## Controlled Schools' Support Council (CSSC)

### Appointment of Senior Clerical Officer

#### *Application pack – section 1*

#### **SENIOR CLERICAL OFFICER**

**Job Purpose:** To carry out a number of clerical and administrative support functions for senior officers and work closely with colleagues to ensure the effective running of the office.

**Responsible to:** Senior officers supervised by Executive Assistant

#### **Main Duties and Responsibilities**

- To provide administrative and clerical support in all aspects of the organisation's work using the full range of ICT equipment including: word processing/typing, databases, spreadsheets, email, fax, intranet and internet facilities.
- To provide clerical and secretarial support to officers across the organisation, in the preparation of letters, minutes, reports, presentations and the updating of spreadsheets and databases as required.
- To provide, as and when required, a reception service – meeting and greeting visitors, responding to enquiries, taking messages and redirecting phone calls.
- To provide advice and support to other officers, customers, the public and other professionals regarding aspects of CSSC's services, as directed by the supervising officer.
- To support the supervising officer in undertaking qualitative and quantitative research and investigations, as required, by more senior officers.
- To assist in the collation and inputting of factual data and statistical information from various sources in order to support the work of the organisation.
- To organise meetings on behalf of other officers as required and assist in the preparation of materials and in clearing the room after meetings.
- To assist in arranging conferences and courses, as required, including the preparation of materials, organising invites, collating responses, and providing support and assistance at the events as necessary.
- To prepare and process claims and invoices for payment via the Sage accounts system in accordance with established procedures. To assist and provide support as required to the senior officer responsible for the payroll function.

- To be responsible for maintaining efficient recording and filing systems.
- To order and monitor supplies of stationery and other requisitions within the office in accordance with the appropriate procedures.
- To liaise with all relevant stakeholders, as may be required, in order to carry out all duties and responsibilities.
- To use initiative, tact and diplomacy in responding to queries, issues and problems which may arise within the office.
- To undertake any other duties appropriate to the grade as may from time to time be required by the senior supervising officer.

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#### **PERSON SPECIFICATION**

##### **ESSENTIAL CRITERIA**

Applicants must, at the closing date for applications, demonstrate how they meet the following criteria:

- A minimum of 5 GCSEs at grade C or above, or equivalent, to include English and Mathematics.
- Demonstrate your experience and proficiency in use of MS Office packages highlighting how you have used MS Word, Excel and Outlook.
- Demonstrate experience working within a clerical or administration role which included the following activities:
  - collating and inputting data to produce reports
  - maintaining electronic and paper filing systems
  - scheduling and organising meetings or other events.
- Demonstrate experience of communicating effectively with others.

##### **DESIRABLE CRITERIA**

In the event of a large number of applications meeting the above essential criteria the following desirable criteria will be applied in the order listed below to shortlist applications:

- Experience of using virtual platforms e.g. Zoom, MS Teams, to set up or assist in hosting meetings and events.

##### **ESSENTIAL KNOWLEDGE, SKILLS AND ATTRIBUTES**

The successful candidate should be able to demonstrate, through any or all of the selection processes, the following knowledge and understanding, skills and attributes:

1. Demonstrable people skills.
2. The ability to work with other people in a team.
3. Effective communication skills, including the ability to meet and greet the public.
4. The ability to work on personal initiative and to timescales as required.
5. A commitment to organisational improvement within a culture of client service.
6. The ability to identify and balance work priorities.
7. The commitment and ability to support the vision, values and ethos of the Controlled Schools' Support Council.
8. The ability to use MS Office packages including Microsoft Word, Excel and Outlook.

**OTHER**

The ability to work flexible hours in accordance with the needs of the post.

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#### **TERMS AND CONDITIONS**

##### **Length of Contract**

This role is offered on a permanent, full-time basis.

##### **Salary**

The salary for the post is NJC SCP 5-6: £19,312 - £19,698 (under review)

If the successful candidate's current basic salary is below the range minimum, then they will be offered the range minimum; or if the successful candidate's basic salary is above the range minimum, then they will be offered the next highest point on the scale, subject to the range maximum not being exceeded.

*Please note that for salary to commence above scale minimum, the successful candidate will be required to provide proof of current earnings prior to contract being issued.*

##### **Pension**

CSSC is a member of the NI Local Government Pension Scheme.

##### **Annual Leave**

The annual leave entitlement for the post is 22 days per annum increasing to 28 days after 5 years of continuous service. In addition, there are 12 public holidays per year.

##### **Hours**

This is a full-time role.

The hours of work are 36 hours per week.

The post holder will be required to work the necessary hours to successfully carry out the duties and responsibilities of the role.

##### **Location**

The CSSC headquarters is Second Floor, Main Building, Stranmillis University College, Stranmillis Road, Belfast, BT9 5DY, Northern Ireland.

The post-holder may be required to travel across Northern Ireland to attend meetings and fulfil the full range of responsibilities. Travelling and subsistence expenses will be payable at agreed JNC rates.

### **Contract of Employment**

A contract of employment containing full terms and conditions will be issued to the appointed candidate. Conditions of service will be based on NJC terms and conditions negotiated through the Joint Negotiating Committee (JNC).

Appointment is subject to the successful completion of pre-appointment checks including proof of eligibility to work in the UK, evidence of required qualifications, two satisfactory references and a satisfactory pre-employment medical check.

### **Child Protection**

This post may be a 'regulated position' as defined under the Safeguarding Vulnerable Groups (NI) Order 2007 and if so the successful applicant will be required to undertake an Enhanced Disclosure of Criminal Background.

It is considered that this post does not involve regulated activity under this legislation, therefore, CSSC will not be required to obtain an Enhanced Disclosure Certificate from Access NI at this time. If this changes, it would be expected that an Enhanced Disclosure would then be required.

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#### **THE SELECTION PROCESS AND HOW TO APPLY**

- Application is by completion of the CSSC application form and equal opportunities monitoring questionnaire. Please note that these forms should be completed electronically. We will not normally accept handwritten applications except where a reasonable adjustment is required. Should you require any assistance please contact the HR Officer on 028 9531 3030.
- Please adhere to the word limit detailed in each part of the Eligibility section of the form. Additional sheets and CVs will not be considered by the shortlisting panel. Application forms will be anonymised and applicants identified by a unique reference number at shortlisting stage.
- It is important in completing the application form that candidates align their experience to the role. Only those applicants who fully demonstrate how they meet **all** essential criteria will proceed to shortlisting and/or the next stage of the selection process. In the event of a large number of applicants we reserve the right to apply the desirable criteria (if applicable) to reduce the applicant pool to a manageable number for interview/assessment stage.
- Further details in relation to the selection process will be provided to those candidates shortlisted. All correspondence will be via email.
- Please note that we may form a reserve list of suitable candidates to fill any vacancies (permanent or temporary) that may arise for the same position within the following 6 months.

#### **RETURNING YOUR APPLICATION FORM**

- It is the applicant's responsibility to ensure that the application form and applicant declaration are fully and correctly completed and that all relevant information in support of their application is included.
- Completed applications and monitoring forms must be returned to: [recruitment@csscni.org.uk](mailto:recruitment@csscni.org.uk). Please note completed applications must be received by 12 noon on 26 January 2022. Late applications will not be accepted. It is up to the candidate to ensure that their completed application has been received by the closing date.
- We accept no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.



- Please make sure that all questions are fully answered before returning your application form to us as we cannot accept any additional or supplementary information after the closing date for receipt of application forms.
- If you have any queries regarding the recruitment and selection process or require any assistance in relation to the submission of your application form please contact [recruitment@csscni.org.uk](mailto:recruitment@csscni.org.uk) for assistance.

## **INDICATIVE TIME SCALE**

**Closing date for applications: 26 January 2022 at 12 noon**

**Indicative date for interview and assessment: w/c 07 February 2022**

## **DATA PROTECTION**

### **Job Applicant Privacy Notice**

The Controlled Schools' Support Council (CSSC) is a Data Controller under the General Data Protection Regulations (GDPR) for the personal data it processes relating to job applicants. Processing data from job applicants allows the Council to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job. It may also need to process data from job applicants to respond to and defend against legal claims.

If you apply for this job, you will be providing your personal data to the CSSC whose lawful basis for processing it is for the performance of a task carried out for the organisation's legitimate interests. In some cases, the CSSC will also need to process your data to ensure it is complying with its legal obligations. For example, to monitor applicants' sensitive data for equal opportunities purposes and to check applicants' eligibility to work in the UK before employment starts. The CSSC will collect a range of information about you, including:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, which may include benefit entitlements
- whether or not you have a disability, or if your first language is not English, so that it can make reasonable adjustments, as required, during the recruitment process, and
- information about your entitlement to work in the UK etc.

The CSSC will collect this information in a variety of ways e.g. by application forms, through forms of assessment and/or interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this. Your personal data may be shared internally within the CSSC with those who are

involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection process is in place. It will also be shared with external consultants for the purposes of candidate attraction and selection, where appropriate.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the CSSC to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by the CSSC in a safe and secure manner in compliance with Data Protection legislation and in line with the CSSC's Records Information Asset and Document Retention Policy.

As a data subject, you have a number of rights. These include your right to:

- access and obtain a copy of your personal data on request;
- require the CSSC to change incorrect or incomplete personal job applicant data; and
- require the CSSC to delete or restrict processing your data.

Full information on your rights as a data subject is available from the Information Commissioner's Office (ICO):

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have any queries regarding the processing of your personal data in relation to this application, please contact our Human Resources Officer on 028 9531 3033. If you have a data protection query please contact our Corporate Services Officer on 028 9531 3037.

Individuals have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland

<https://ico.org.uk/>

3rd Floor  
14 Cromac Place  
Belfast  
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

## **CANVASSING**

Canvassing means contact or communication at any time in any manner with any official or member involved in the recruitment of the post for which the person has applied which could be deemed or perceived to be for the purpose of advancing that application. 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**

- CSSC is an Equal Opportunities Employer. CSSC will provide equality of opportunity to all persons regardless of their religious belief, political opinion, sex, pregnancy or maternity related issues, race, age, sexual orientation, whether they are married or in a civil partnership, whether they are disabled, or whether they have undergone, are undergoing, or intend to undergo gender reassignment.
- CSSC do not discriminate against job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

### **CSSC contact details:**

Controlled Schools' Support Council  
Second Floor, Main Building  
Stranmillis University College  
Stranmillis Road  
Belfast BT9 5DY  
Tel: +44 (0)28 9531 3030  
[www.csscni.org.uk](http://www.csscni.org.uk)

CSSC is a charity registered with The Charity Commission for Northern Ireland NIC107873