



## Appointment of **Senior Clerical Officer**

Recruitment pack  
2025

Find us:



Controlled Schools'  
Support Council



CSSC\_NI



Controlled Schools'  
Support Council



Controlled Schools'  
Support Council

## **Controlled Schools' Support Council (CSSC)**

### **Appointment of Senior Clerical Officer**

#### ***Recruitment pack – section 1***

## **THE ORGANISATION**

[The Controlled Schools' Support Council \(CSSC\)](#) is the advocacy body for controlled schools. CSSC works on behalf of controlled schools and the wider controlled education sector to enhance the quality of education provision.

CSSC supports all controlled schools including: nursery, primary, secondary, grammar, integrated, special and Irish medium schools. Controlled schools are managed by the Education Authority.

The controlled education sector is the largest, most diverse education sector in Northern Ireland, comprising 542 schools (49% of all schools) across all phases.

Controlled schools are [#OpenToAll](#), welcoming children and young people of all faiths and none, bringing a rich diversity and inclusive ethos to our schools, pupils and communities.

CSSC became operational on 1st September 2016 as a result of The Education Act (Northern Ireland) 2014.

CSSC is grant funded by Department of Education.

### **CSSC's vision**

CSSC's vision is to empower controlled schools to serve their communities by enriching the lives of their children and young people.

### **CSSC's mission**

- Support better outcomes for all pupils through provision of high-quality education.
- Build understanding that the controlled sector is diverse and inclusive.
- Promote the role of controlled schools have in serving their communities.
- Engage and collaborate with partners to ensure equitable support for the controlled sector.
- Optimise opportunities to encourage effective governance in controlled schools.
- Represent the sector effectively to ensure an enduring and valued role for controlled schools within a network of sustainable schools.
- Promote trust and respect by nurturing a collective ethos, reflective of the controlled sector's values and culture.

## CSSC Ethos

The Controlled Schools' Support Council supports controlled schools, which are open to all faiths and none, in providing high-quality education for children and young people to enable them to learn, develop and grow together, within the ethos of non-denominational Christian values and principles.

## **THE BENEFITS**

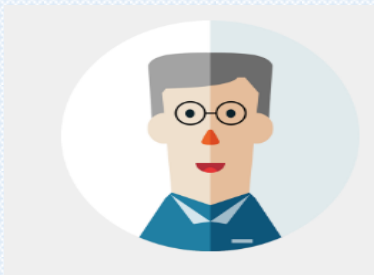


### Work life balance

- Flexi-time available from first day
- Minimum 23 days annual leave and 12 days public holidays
- Flexible hybrid working (subject to business needs)

### Pay and pension

- NILGOSC pension scheme– Employers contribute 19%
- NJC salary scale with incremental progression



### Health and well being

- Lena by inspire -Employee Assistance Programme
- Access to six free counselling sessions if and when needed
- Active promotion of health and wellbeing through internal initiatives

### Location

- Free car parking on site
- Access to Stranmillis University cafes
- Bright, open offices based in the leafy campus of Stranmillis University, Belfast
- Easy access to public transport links



### Learning and development

- Internal and external training opportunities such as; Power BI, Excel, First Aid at work, GDPR, Multimedia at work



## STAFF TESTIMONIALS

### **Declan McLaverty**

Senior Clerical Officer



*"I started in CSSC over a year ago and it has been a fantastic experience. The team is always keen to lend a hand if needed and there's a great deal of respect and support throughout the organisation. CSSC also provides me with opportunities for personal and professional growth.*

*The building and grounds are a very pleasant environment and I enjoy taking a walk around the grounds on a nice day. I have taken advantage of some of the in-house training that is offered by CSSC. There is also a bus stop just outside which makes getting to and from the campus straightforward and easy via public transport".*

### **Tracy McLoughlin**

Corporate Services Officer



*"I have had the pleasure of working at the Controlled Schools' Support Council since shortly after it opened its doors for the first time in 2016 and can confidently say that it has been an enriching and rewarding experience. Being small in size, CSSC fosters a close-knit culture that encourages collaboration support and a sense of belonging.*

*CSSC values its employees and their professional development and has provided me with various opportunities to develop and grow, allowing me to flourish both professionally and personally.*

*Moreover, as a working parent the option for flexi time and hybrid working where appropriate has been instrumental for me to maintain a healthy work-life balance.*

*CSSC's impactful work, supporting the largest education sector in Northern Ireland has provided me with great sense of purpose and fulfilment and I truly enjoy working there".*

## **Controlled Schools' Support Council (CSSC)**

### **Appointment of Senior Clerical Officer**

#### ***Recruitment pack – section 2***

#### **SENIOR CLERICAL OFFICER**

**Job overview:** Reporting into the Executive Assistant, you'll be at the heart of our organisation, ensuring everything runs smoothly while developing valuable skills in administration, communication, and digital technologies. This role offers an excellent opportunity for professional development in a supportive environment with pathways to advance your career.

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

##### **Business Support Services**

Provide knowledgeable advice and assistance to team members and stakeholders regarding's services.

##### **Digital Administration**

Utilise the latest digital tools including MS Teams, databases, spreadsheets, and cloud systems to create reports, presentations, and communications.

##### **Data Management**

Collect and organise information from various sources to support evidence-based decision making.

##### **Event Coordination**

Help plan and coordinate meetings, conferences, and training sessions, from sending digital invitations to coordinating agendas and providing on-site support.

##### **Financial Processing**

Work with our finance team to process payments and invoices using Sage accounting software.

##### **Digital Information Management**

Create and maintain efficient digital filing and recording systems.

## **Controlled Schools' Support Council (CSSC)**

### **Appointment of Senior Clerical Officer**

#### ***Application pack – section 3***

#### **PERSON SPECIFICATION**

##### **ESSENTIAL CRITERIA**

- A minimum of 5 GCSEs at grade C or above, or equivalent, to include English and Mathematics
- Good IT skills, preferably in MS Office
- Previous administrative experience is advantageous, but we also welcome applications from those starting their career path
- Experience of communicating effectively with others

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

##### **What You'll Bring:**

- Digital literacy and familiarity with modern workplace technology
- Strong communication and interpersonal skills
- Ability to prioritise tasks and manage time effectively
- Problem-solving skills and the confidence to take initiative
- Attention to detail and accuracy
- Ability to work collaboratively in a team environment

##### **OTHER**

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

## **Controlled Schools' Support Council (CSSC)**

### **Appointment of Senior Clerical Officer**

#### ***Recruitment pack – section 4***

## **TERMS AND CONDITIONS**

### **Length of Contract**

Fixed term\*, full-time basis.

\*This role is initially being offered on a fixed term basis through to 31 March 2026, with the potential for it to be extended or made permanent.

### **Salary**

The salary for the post is NJC SCP 5-6: £24,790- £25,183 per annum (*£13.24 - £13.45 per hourly rate*). Rates as of 2024.

### **Pension**

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

### **Annual Leave**

The annual leave entitlement for a full-time post is 23 days per annum increasing to 28 days after 5 years of continuous service. In addition, there are 12 public holidays per year.

### **Hours**

Full-time basis, 36 hours a week over five working days.

Flexi-time is offered to all officer levels between the hours of 8.00am and 6.00pm, with core hours between 10am – 12pm and 2pm – 4pm.

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. Where applicable 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(s). 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.



## Controlled Schools' Support Council (CSSC)

### Appointment of Senior Clerical Officer

#### *Recruitment pack – section 5*

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

- Application is by forwarding a CV to [recruitment@csscni.org.uk](mailto:recruitment@csscni.org.uk). You must show on your CV how you meet the following essential criteria:
  - A minimum of 5 GCSEs at grade C or above, or equivalent, to include English and Mathematics
  - Good ICT skills, preferably in MS Office
  - Previous administrative experience is advantageous, but we also welcome applications from those starting their career path
  - Experience of communicating effectively with others.

*We will not normally accept handwritten applications except where a reasonable adjustment is required. Should you require any assistance please contact the office on 028 9531 3030.*

- 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.
- 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 CV is fully and correctly completed and that all relevant information in support of their application is included.

- Completed CVs and monitoring forms must be returned to:

[recruitment@csscni.org.uk](mailto:recruitment@csscni.org.uk) Please note completed CVs must be received by **12 noon on Wednesday 09 July 2025**. Late submissions will not be accepted. It is up to the candidate to ensure that their CV has been received by the closing date.

- We accept no responsibility for checking CVs upon receipt and/or notifying candidates if CVs are unreadable or incomplete for technical reasons, or otherwise.
- We cannot accept any additional or supplementary information after the closing date for receipt of CVs.
- If you have any queries regarding the recruitment and selection process or require any assistance, please contact [recruitment@csscni.org.uk](mailto:recruitment@csscni.org.uk) for assistance.

## TIME SCALE

Closing date for applications: **Wednesday 09 July 2025 at 12 noon**

Indicative date for interview and assessment: **Tuesday 22 July 2025**

## 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 and a company limited by guarantee registered in Northern Ireland NI619273