

**ST MALACHY’S COLLEGE**

The Board of Governors of the College invites applications for the following posts:

**Technology Technician**

Permanent, full-time post to ensure that whole school requirements are met in regard to support for Technology and Design and to provide caretaking duties out of term time.

**Essential Criteria:** A minimum of 5 GCSEs or equivalent passes including English and Mathematics, and either knowledge of electronics or machine maintenance or have experience in IT.

**Desirable Criteria:** A-Level TD, or Certification in use of Technology workshop machinery, or City & Guilds 6131, or one-year T&D experience, or woodwork skills, or metalwork skills, or CADCAM experience.

**Working Hours**: Monday to Thursday 8.30am to 4.45pm, Fridays 8.30am to 4.15pm. Summer working hours, Monday to Thursday 8.30am to 3.45pm, Fridays 8.30am to 2.45pm.

**Salary:** NJC scale point 5 to 6, £21,575 to £21,968 per annum.

**Office/Administrative Assistant**

To provide administrative, clerical and secretarial support in the office.

**Essential Criteria:** 5 GCSE’s/O Levels including English and Maths (grades A to C) or equivalent qualifications. Fully conversant with Microsoft Office applications.

**Desirable Criteria:** A minimum of one-year relevant experience working in an office

environment and/or RSA Stage 2 typing/word-processing qualification and/or knowledge of the C2K computer system.

**Working hours:** Monday to Thursday 8.45am to 5.00pm, Fridays 8.45am to 4.30pm. Summer working hours - Monday to Thursday 8.45am to 4.00pm, Fridays 8.45am to 3.00pm.

**Salary:** NJC points 2 to 4, £20,441 to £21,189 per annum.

**Caretaker (Building Supervisor)**

To provide caretaking, cleaning and non-cleaning services under the direction of the Principal or Bursar, or other authorised person in accordance with the practices and procedures of the College.

**Essential Criteria:** Have a minimum of six months’ demonstrable experience working as an assistant building supervisor, building supervisor, caretaker or cleaner in a school environment OR have a minimum of six months’ demonstrable experience working as a tradesperson within the area of construction and/or plumbing and/or electrical and/or joinery and/or grounds maintenance. As a key holder, be prepared to respond to call outs at short notice, including during unsociable hours.

**Desirable Criteria:** Evidence of experience in using industrial cleaning equipment, and/or evidence of experience of key holding duties, including opening and closing premises and setting alarm systems.

**Working Hours:** Monday to Thursday 8.30am to 4.45pm, Fridays 8.30am to 4.15pm. Summer working hours, Monday to Thursday 8.30am to 3.45pm, Fridays 8.30am to 2.45pm.

**Salary:** NJC scale point 5 to 6, £21,575 to £21,968 per annum.

**Part-time Cleaners**

Undertake, as part of a team, the cleaning of any area within the College premises, designated by the Bursar or Cleaner Supervisor, to enable those premises to be kept in a clean and hygienic condition.

**Hours & Pay:** 16hrs 35mins per week starting at 3.30pm Monday to Friday during term-time and 9.30am or 12.30pm during school holidays. £10.8894 per hour.

*Criteria may be enhanced on all posts for short-listing purposes. Further information and application forms are available directly at the College’s reception, to download from the College website at* **http://www.stmalachyscollege.com** *or by post from The Monitoring Officer, 36 Antrim Road, Belfast BT15 2AE. Closing date for receipt of applications is* ***Monday 23rd January 2023 at 3.30pm***

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