

# EMPLOYMENT OPPORTUNITIES

**Executive Office Manager**  
(Permanent, Full Time)

**Closing date:**  
Tuesday 6 June 2023, 3pm

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# JOB DESCRIPTION

**FAXED, EMAILED OR LATE  
APPLICATION FORMS WILL  
NOT BE ACCEPTED.**

## **Executive Office Manager**

### **Permanent, Full Time**

(52-week contract, 36 hours per week)

Required: As soon as possible

### **Remuneration:**

Pt 14 – Pt 17 (£22369 - £26845)



Job Purpose:

Ulidia Integrated College wishes to recruit a positive, pro active and dedicated Executive Office Manager to manage the day-to-day work of the College office and provide confidential, general, personal, administrative, and secretarial support to the Senior Leadership of the College

Accountable:

To the Principal, SLT, Senior Executive Officer, Bursar and the Governors of Ulidia Integrated College.

1. Criteria

It is the responsibility of the applicant to indicate on their application form how they meet each of the criteria.

The Board of Governors reserve the right to enhance the criteria in order to facilitate a manageable shortlist

Essential Criteria	<div>EC 1. A minimum of 5 GCSEs (Grades A*-C) including English Language and Mathematics, or equivalent</div> <div>EC 2. A minimum of 2 years' recent experience in a significant administrative/clerical role in a busy office environment</div> <div>EC 3. Evidence of proficiency in the use of computer packages to include use of Microsoft Office.</div> <div>EC 5. Strong command of the English language, strong oral and written communication skills, including the confidence to communicate effectively with a wide range of people.</div> <div>EC 6. A personal commitment to the Integrated ethos and values of Ulidia Integrated College expressed clearly on the application form</div>
Desirable Criteria (not in order of preference)	<div>DC 1. Educated to degree standard (2.2 or above) or equivalent significant professional experience</div> <div>DC 2. At least RSA Stage II Word Processing or equivalent</div> <div>DC 3. Experience, knowledge and understanding of financial management and accounting procedures (e.g., book-keeping, payroll, procurement etc.)</div> <div>DC 4. A relevant professional qualification</div>

## 2. Personnel Specification

### Essential Skills for the Role

- The confidence to communicate effectively with a wide range of people
- Strong leadership skills
- Excellent literacy and communication skills
- Ability to manage and motivate staff, parents and pupils alike
- Evidence of excellent interpersonal skills
- Evidence of excellent organisation skills and ability to work in a pressurised environment to meet tight deadlines
- Ability to work on own initiative with good judgement
- Ability to exercise integrity and confidentiality

### Essential Personal Qualities

- Enthusiasm
- A caring and personable approach
- Sense of humour
- Confidence and discretion
- Ability to work independently and as part of a team
- Willingness to learn
- Willingness to develop
- Ability to work under pressure and meet deadlines
- The successful candidate will be required to carry out any other duties, commensurate with the post, which, from time to time, may be necessary for the good order of the College, as directed by the principal.

### 3. Duties & Responsibilities

- To present a positive and professional personal image at all times, contributing to a professional office environment.
- To take the lead role in the College office including responsibility for all general administration and clerical duties required of the office team.
- To oversee the processes for dealing with mail and correspondence, ensuring items are circulated, and prioritised in terms of importance and urgency for the SLT.
- Provide hospitality to individual guests and liaise with the Canteen Manager for larger school events.
- To support the Bursar in all aspects of the financial management of the College.
- To deputise for the Bursar if required in all aspects of the financial management of the College.
- To undertake administrative and financial work of a confidential nature for the Bursar and Principal, including general support for the Bursar as required (such as checking off orders as they arrive, putting invoices on the system, ordering and delivery notes etc.)
- General Office Administration including the input and upkeep of pupil records on SIMS, Parentmail, Schoolcloud and SIMS Parent app and the upkeep of Pupil filing. (Training will be provided on maintaining these apps)
- Administration of EMA in collaboration with Head of Sixth Form
- Maintenance and recording of Petty Cash account
- Co-ordination and setup of Parent/Teacher Afternoons.
- Provide administrative support to the Principal, Vice Principals and Senior Leadership Team.
- To attend meetings, document actions arising from meetings attended by Principal, SLT as required.
- To have an overview and manage visitors and book meeting spaces where relevant.
- Responsible for the day-to-day operation of safeguarding processes for internal and external visitors, including induction to the school facilities and processes, along with the Admin Team.
- To cover receptionist/administrator absences and annual leave, and work cohesively together with administrative staff to ensure the smooth running of the College Office for our pupils and all those involved.
- To undertake First Aid training and assist with first aid for pupils along with the other office staff.
- In association with the SEO and SLT to coordinate and support the organisation of events e.g., Awards ceremonies.

- To establish constructive relationships and communication with other agencies/professionals.
- Work in partnership and deputise, if required, for the Senior Executive Officer.
- To be flexible and work according to the College needs, which may involve assisting other areas which are commensurate with the grading of the post.
- To attend and support College festivals, open mornings, prize giving, parents' evenings, events, recruitment processes if requested.
- Any other duties as may reasonably be expected in connection with this post as requested by Line Management

**NB. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.**

The postholder will also be required to demonstrate flexibility with hours to complete administration/governance matters if required.

Please note that time off in lieu will be given for additional hours worked above core hours. These can be taken only outside term time and not during last two weeks in August.

**All holidays must be to be booked out of term time.**

## 4. Conditions of Service

### Administrative, Executive, Clerical, Professional and Technical Staff

- The Conditions of Service will be as determined by the Joint Negotiating Council for the Education Authority.
- The salary scale for the post is as advertised. The rate applicable to part-time staff is the hourly rate appropriate to the above scale, calculated on the basis of a 36 hour week.
- The hours of work are as advertised and times will be arranged locally to suit the requirements at the place of work.
- The leave year operates from 1 April in one year to 31 March in the following year.
- The full holiday entitlement is determined by the salary grade of the post and will be within the range 22 days to 28 days per annum. Entitlement in the period commencing with the date of start and terminating on the following 31 March will be pro rata, for completed months' service, to the full entitlement.
- Leave entitlement is increased after 5 years in accordance with existing agreements.
- In addition to the above there are normally up to 12 public and extra-statutory holidays in a leave year, the timing of which is defined on an annual basis. The Board will determine the dates on which these holidays are to be taken, following consultation with staff.
- Staff employed at schools, are normally required to take their annual leave entitlement during periods of school closure.
- Sickness pay will be in accordance with the above agreement and there may be an entitlement to maternity leave and pay.
- Membership of the Northern Ireland Local Government Pension Scheme is available if you are aged over 16 and under age 65. You will automatically become a member of the scheme, unless you choose, in writing not to. You will be required to join on commencement with an option to opt out of the scheme.
- If you contribute to the Local Government Pension Scheme, you can retire and receive your benefits in full once you have reached age 65. You must advise the

Board in writing at least 4 months prior to your intended date of retirement in order to meet NILGOSC deadlines for pension release. Further information is available from the Board's Pension Officer.

- The minimum period of notice required to terminate your employment is the ordinary period from one pay period to the next i.e. 4 weeks/1 month.
- Officers will be entitled to receive 1 weeks' notice if they have over 4 weeks but less than 2 years' continuous service and thereafter 1 weeks' notice for each year of continuous employment up to a maximum of 12 weeks' notice.
- All appointments will be subject to the completion of a period of probationary service of at least 6 months.
- Names and addresses of two referees must be given, one of whom should be a previous or current employer able to comment on your suitability to work with children/young people in an educational setting (if applicable) and/or your professional ability. References will be taken from the named referees and applicants should ensure that they have, in specific terms, obtained the prior consent of the persons named to act as referees. (References must not be submitted with the application form)
- The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people as regulated activity. It is a criminal offence for any individual on any barred list or who is the subject of a disqualification order from the courts; to apply for, offer to do, accept or do any work in a post involving regulated activity, paid or unpaid.
- Appointment to this post is subject to a satisfactory outcome of the vetting procedure including
- receipt of satisfactory Enhanced Disclosure Certificate from Access NI. You will be required to pay the fee for such a disclosure.
- Further details may be obtained from the Bursar.



# WHY JOIN STAFF AT ULIDIA?



## DYNAMIC

**Ulidia is a growing and dynamic educational community; we bring children and staff from Catholic and Protestant traditions, as well as those of other faiths or none, together in one school.**

Ulidia's Ethos is not secular but Christian in character and welcomes all faiths and none.

Through our Admissions Criteria we try to enrol approximately equal numbers of Catholic and Protestant children, as well as those from other religious and cultural backgrounds.

## GROWING COMMUNITY

# GRAMMAR & ALL ABILITY PATHWAYS

**The emphasis at Ulidia Integrated College is on meeting the needs of all abilities to the highest academic standards.**

**We are passionate about learning and want our students to share our enthusiasm. Our aim is to challenge pupils to develop new approaches to learning, to be encouraged to excel and to experience success in all areas of the curriculum.**

We cater for all learning styles, paces and potentials. In order to provide for all of our pupils, we are offering two distinct but intertwined learning pathways.

## **All Ability Pathway**

An 'All Ability' Pathway for young people who prefer a blend of academic and vocational studies.

## **Grammar Pathway**

A 'Grammar Pathway' for young people who thrive in a more demanding academic setting.

Both Pathways are combined for pastoral and enrichment classes where all pupils work together

By offering both Pathways in one College, pupils have the opportunity to move between Pathways as they develop, mature and identify potential careers. This ensures their curriculum always reflects their ability, is appropriately challenging and engages their interest throughout their College life.

GCSE and A Level examination options are open to all students regardless of their learning Pathway if they demonstrate appropriate ability in that subject area. This means that we offer a learning environment that challenges pupils to meet their potential combined with the flexibility to tailor educational qualifications to each individual's ability and aspirations.

We believe that every family should be able to access Integrated education for children of all abilities, from the academically gifted to those who require specific support.

We aim to provide all children with a caring and enhanced educational experience. Empowering them as individuals is a priority for our dedicated staff, so that as they grow and mature they will be able to affect positive change in the shared society we live in. We value and respect each other's cultures and diversity; we cherish equality for all. We go beyond the traditional 'child centred education' and seek to understand and enhance the centre of each child.

We acknowledge that no one knows a child better than their own family, and so we depend on our partnership with parents and carers to ensure each young person thrives.





**Integrated Education brings children and staff from Catholic and Protestant traditions, as well as those of other faiths, or none, together in one school. For the past 30 years, in a deeply divided society, Integrated schools have been an alternative to an educational system in which most children attend largely religiously separated schools.**

Integrated Schools differ from other schools in Northern Ireland by ensuring that children from diverse backgrounds are educated together every day in the same classrooms. Through their Admissions Criteria they enrol approximately equal numbers of Catholic and Protestant children, as well as children from other religious and cultural backgrounds.

Integrated Education aims to provide children with a caring and enhanced educational experience. Empowering them as individuals is a priority for staff so that as they grow and mature, they'll be able to affect positive change in the shared society we live in.



**ULIDIA is over-subscribed yearly by over 100%**

**i.e. over 100% more students apply than we have places to offer.**

*Under the Education Reform Order (NI), 1989, a school wishing to obtain Grant Maintained Integrated status must convince the Department of Education that it can draw a minimum of 30% of its population from the minority tradition of the area it wishes to serve.*

# AN INTEGRATED SCHOOL



# ENCOURAGING RESILIENCE

**In Ulidia we are committed to the development of character, resilience and a growth mindset. We believe that this is an inherent part of the success of the College, both in terms of examination results and in the confidence of our young people.**

We promote many aspects of resilience in our pupils: academic, physical, emotional, cultural and spiritual. Our aim is for students to develop the empathy and emotional intelligence which will support their achievement in all curriculum areas and make them dynamic members of our society and workforce.

Our 'Attitude To Learning' and 'Behaviour For Learning' systems are the foundation of all we do. We teach our young people how to behave enabling them to achieve our high expectations.

'Attitude To Learning' has created a positive learning climate, by setting out clear high expectations and consistently recognising and encouraging those pupils who meet and exceed it.

We have a tiered approach to rewards that sees members of staff telephoning home to recognise the progress pupils are making at the College. The culture of 'earning through effort' within the College develops positive relationships with all pupils and their families, all culminating in the annual rewards trips at the end of the year.



# HISTORY OF ULIDIA

## Area Background

East Antrim is the only area of Northern Ireland in which the separate communities of that area have become more polarised since the 'troubles' began. The area contains approximately 8% Roman Catholic population.

## An Integrated School

Under the Education Reform Order (NI), 1989 a school wishing to obtain Grant Maintained Integrated status must convince the Department of Education that it can draw a minimum of 30% of its population from the minority tradition of the area it wishes to serve.

**The history of the college begins with the failed attempt to open an integrated college in Carrickfergus, in 1995. Castle Integrated College failed because of massive opposition from interested parties in the East Antrim area. However, the steering group behind Castle Integrated College refused to give up and started planning again for an integrated college in East Antrim.**

A proposal for a new college was lodged again with the Department of Education in early 1997. This proposal was for the opening of a brand new integrated college in Whitehead, a few miles north of Carrickfergus. The Department of Education refused the request and financial assistance. Under the guidance of Tom Pennycook, a parent, the steering committee steadfastly refused to give up hope and decided to open the proposed new integrated college, independently, without financial assistance from the Department of Education.

The Northern Ireland Council for Integrated Education (NICIE) was approached in February 1997 for support. NICIE acted for the steering group. Their sister organisation, the Integrated Education Fund (IEF), obtained funding for the college for a period of three months only, with the promise that the IEF would fund-raise for the college to help maintain it throughout its first year.

The steering group, having secured guaranteed funding for three months went about enlisting the necessary 60 students (with a 30% balance from the minority religion), and the recruitment of Principal and Staff.



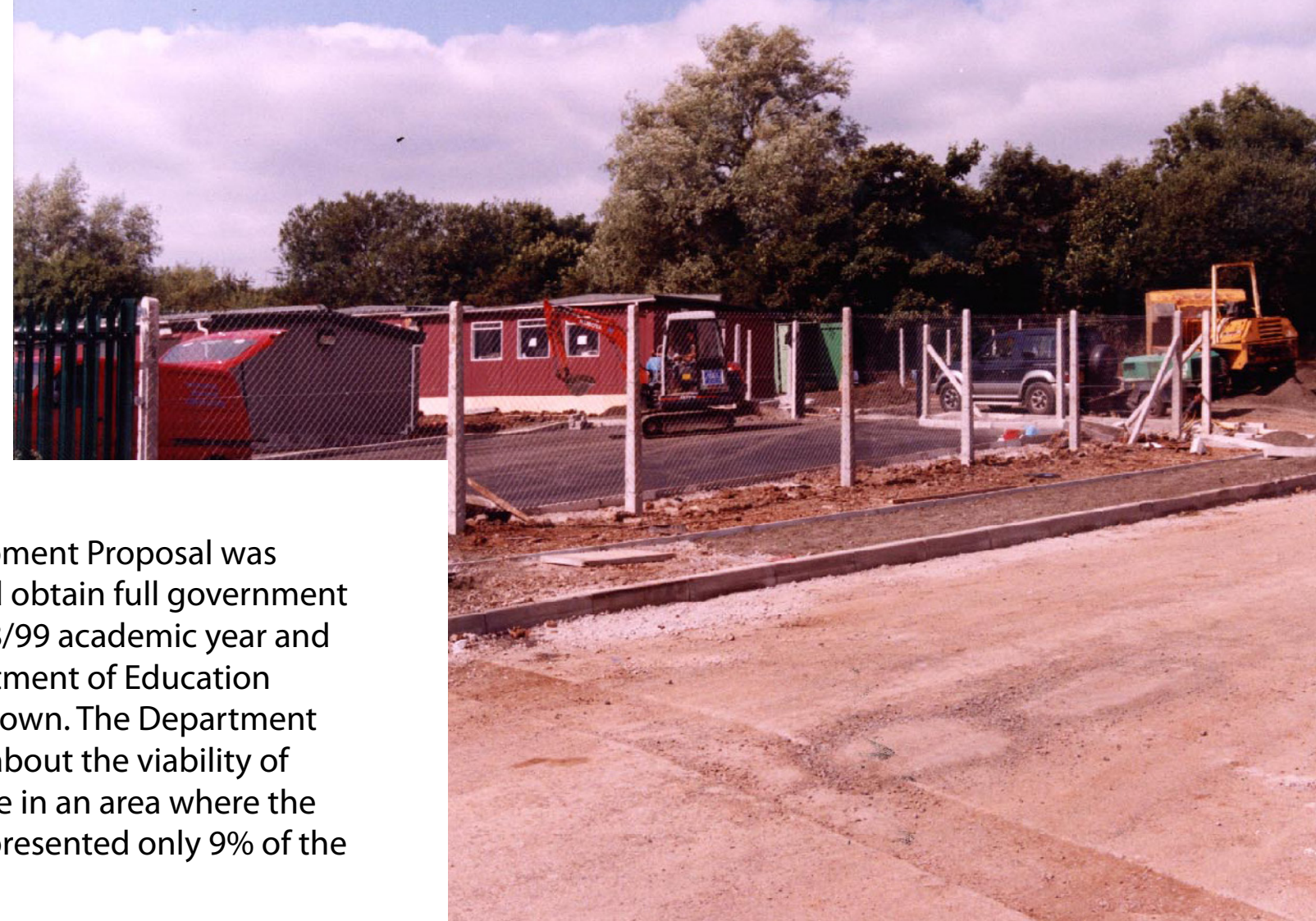
The college eventually opened on a disused hockey pitch, in Whitehead, on the 1 September 1997, under the leadership of Mr Eugene Martin, an experienced teacher and manager from Northern Ireland's first integrated school, Lagan College. Ulidia consisted then of six teachers, second-hand temporary accommodation, second-hand furniture and equipment, but first class, quality teachers. It also had its most valuable asset - 63 wonderful students - and religious balance!

A further development proposal was submitted to the Department of Education, but again this was rejected. The Department did not feel that such a school in such an area was viable. The college had to survive on its own finances for another year before a new Development Proposal could be submitted.

With additional financial assistance from the IEF, Ulidia Integrated College did survive. Interest in this new integrated college from parents in the area was overwhelming.

Yet another Development Proposal was submitted to try and obtain full government funding for the 1998/99 academic year and yet again the Department of Education turned the college down. The Department was 'not convinced about the viability of an integrated college in an area where the minority religion represented only 9% of the population'.

Once again, the college approached the IEF for financial assistance for 1998/99 and once again our friends at both NICIE and the IEF pledged their support. Of course, money had to be found from somewhere! The college continued independently in 1998/99 with over 130 students and ten staff and, of course, more mobile accommodation. The religious balance was perfect and completely in line with government recommendations - yet the government of the day "was not convinced." The IEF continued to fund the college from their meagre resources and the high quality education that was promised to the students was delivered by the staff.



*The College opened on a disused hockey pitch in Whitehead*



*The then new Secretary of State, Dr Mo Molum visits Ulidia at the opening in Whitehead*



The now customary Development Proposal was again presented to the Department of Education for the academic year 1999/2000. Given that the College had over 130 students with over 600 students on its waiting lists for the incoming years, everyone at the school was confident that this would be its year.

To everyone's complete astonishment, the College was, for the seventh time, refused funding for the year 1999/2000. Not dismayed, and with morale high, the college again sought help from the IEF and its sponsors and, true to the sincere and genuine nature of that organisation, the college was assured that the IEF would 'go to the wall' before it would cease funding the college. With the help of the American Ireland Fund and the European Peace Project, finance was found to allow it to continue in existence for yet another year. It was in this year that the college moved to its present site in Carrickfergus, necessitated by the fact that suitable land could not be found in Whitehead to allow for the college's rapid expansion.

In 1999/2000 we had 17 staff and 240 students enrolled, with religious balance, and more temporary accommodation. But the end of the terrible difficulties surrounding Ulidia's insecure future was in sight and with its eighth Development Proposal, submitted to the then new Secretary of State, Dr Mo Molum, in December 1999, the Department of Education finally capitulated and granted Ulidia Integrated College full funding, effective from September 2000.

The initial journey was over and Ulidia Integrated College finally joined the ranks as Northern Ireland's 44th fully-funded integrated college.

During its time in the wilderness as an independently funded college Ulidia had to suffer three petrol bomb attacks and numerous sectarian incidents directed toward the students. It also experienced two arson attacks, once of which destroyed our library.



*Building of the current 'core' block at Ulidia in Carrickfergus*





However, today the College sits proudly on a hill overlooking the beautiful Belfast Lough. Ulidia can justifiably be proud of its achievements. It proved that we were right in suffering the three long years of hardship, and that the need for an integrated college in such a troubled area was not only needed but essential.

The College is over-subscribed every year with enrolment passing 650 in 2018.

The College has been awarded a new build and hope to break ground in 2019 and be ready in a state of the art new building for September 2021.

The future of the College is now secure and genuine thanks are due to those who stood by the College in its times of need especially the Northern Ireland Council for Integrated Education and the Integrated Education Fund.

**For generations to come, the story of the origins of Ulidia Integrated College and its hardships in the face of adverse difficulties, will inspire and enthuse the children of the college and all those who look for a better future for Northern Ireland.**





# HOW TO GET TO ULIDIA

## Ulidia Integrated College

112 Victoria Road

Carrickfergus

Co. Antrim

BT38 7JL

Tel: 028 9335 8500



# ALL PUPILS ACHIEVING AMBITIONS



“Educating together, Catholics and Protestants, and those of other religions, or none, in an atmosphere of tolerance and understanding, to the highest possible academic standards.”

