



## Ballymena Academy

### Financial and Administrative Assistant

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and 'A' Level. The focus is to realise the Mission Statement: 'Ballymena Academy Cares for the Individual and Inspires Learning and Achievement'.

The Board of Governors seeks to appoint a Term-time, Permanent **Financial and Administrative Assistant** from November 2023. Details of the post and an Application Form are available from the school website: <https://www.ballymenaacademy.org.uk/>

#### Information about the Appointment

The Financial and Administrative Assistant will provide support to the school within the Finance Office.

This is a term-time, permanent appointment: 25 hours per week (average of 5 hours per day) – days and times may be negotiated, however, the appointee would be expected to work until 5.00 p.m. on a Friday afternoon.

Remuneration will be in the region of NJC pts NJC pts 5 – 8; £21,575 – £22,777 per annum pro rata.

#### Job Description

The post includes the following responsibilities:

- Manage School Fees for all year groups.
- Assist with managing the ParentMail system within school, e.g. sending letters to parents, creating PlusPay payments and processing orders.
- Respond to enquiries from parents, students, and staff regarding School Fees or ParentMail payments, providing clear and accurate information in a timely manner.
- Maintain confidentiality and handle sensitive information with utmost discretion.
- Cover the photocopying work load at times of permanent staff absence and when large volumes are required to be processed
- Assist with any other administrative tasks that may reasonably be assigned by the Senior Leadership Team.

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

## **Criteria for the Appointment**

The person appointed to this post must be able to demonstrate by means of his/her application and, if short-listed, the responses he/she makes to the questions asked at interview that he/she meets the following criteria.

### **(a) Essential Criteria:**

- Minimum GCSE A\*-C in Mathematics and English Language or level 2 equivalent.
- Strong IT skills with good knowledge of Microsoft Word and Excel.
- Excellent organisational and time-management skills with the ability to multitask and prioritise effectively.
- Strong attention to detail and accuracy in record-keeping and data management.
- Excellent verbal and written communication skills.
- Ability to work independently as well as part of a team, demonstrating flexibility and adaptability in a fast-paced environment.
- A positive and friendly demeanour with excellent customer service skills.
- Good record of punctuality and attendance.
- Professional manner and the ability to work effectively with children and adults.

### **(b) Desirable Criteria:**

- Previous experience working in School Finances, or in a similar administrative role.
- Proficiency in using ParentMail, or a similar system.
- Knowledge of school administrative procedures, safeguarding, and data protection regulations.
- Flexibility, confidentiality and approachability.

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process is scheduled to take place in early November. Applicants who are shortlisted will be informed by Wednesday 25<sup>th</sup> October.

## **Returning your Application Form and Monitoring Form**

Completed Application and Monitoring Forms must be returned by the specified closing time and date using one of the following methods:

- post
- hand delivery
- e-mail

**Completed Application Forms must be received by 12.00 noon on the closing date (Monday 23<sup>rd</sup> October). Late, or faxed, Application Forms will not be accepted.**

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Monitoring Officer,  
Ballymena Academy,  
89 Galgorm Road,  
Ballymena,  
CO. ANTRIM.  
BT42 1AJ

E-Mail address: [tmcleister957@c2kni.net](mailto:tmcleister957@c2kni.net)