



Ballymena Academy

Receptionist / 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 Receptionist / Administrative Assistant from the start of September 2023, or earlier if possible. Details of the post and an Application Form are available from the school website: <https://www.ballymenaacademy.org.uk/>

Information about the Appointment

The Receptionist / Administrative Assistant will provide administrative support to the school's staff, students and parents.

This is a term-time, permanent appointment: 27.5 hours per week (5.5 hours per day) - Monday to Friday, 8.30 a.m. to 2.00 p.m., times may be negotiated.

Remuneration will be in the region of NJC pts 4 – 6; £21,189 – £21,968 per annum pro rata.

Job Description

The post includes the following responsibilities:

- Handle incoming telephone calls, emails and parents and visitors, to the School Office and Reception, in a professional and courteous manner, redirecting them as appropriate.
- Use SIMS to efficiently manage student records, including admissions, attendance, assessments, and timetables.
- Assist in maintaining accurate and up-to-date student and staff data in SIMS.
- Assist with SIMS Parent and ParentMail.
- Provide administrative support to the school's leadership team and teaching staff including preparing documents, reports and correspondence.
- Respond to inquiries from parents, students, and staff regarding school-related matters, providing clear and accurate information in a timely manner.
- Coordinate student registrations, admissions, transfers and withdrawals, ensuring all required documentation is complete and filed appropriately.
- Monitor student attendance records, follow up on absences, and prepare attendance reports as required.
- Assist with the distribution of GCSE, AS and A Level results to pupils in August.
- Support the distribution of school communications and other important information to parents, students and staff.
- Assist with the maintenance of swipe 'n bite cashless payment system.
- Maintain confidentiality and handle sensitive information with utmost discretion.

- Contribute to the continuous improvement of administrative processes, suggesting and implementing enhancements where applicable.
- 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 School Bursar.

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.
- Ability and willingness to work as part of a team.
- Good record of punctuality and attendance.
- Professional manner and the ability to work effectively with children and adults.

(b) Desirable Criteria:

- Previous experience working as a School Receptionist or Administrative Assistant, or in a similar administrative role.
- Proficiency in using SIMS (School Information Management 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 August. Applicants who are shortlisted will be informed by Friday 7th July.

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 (Wednesday 5th July). 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