**RATHMORE GRAMMAR SCHOOL Ref. No: RGS / OA /** **05 25 \_\_\_\_\_\_\_\_** (for office use only)

 **APPLICATION FORM** Please complete in full in black ink or typescript.

All questions must be answered and the form must be signed.

 A C.V. will not be accepted as a substitute for a fully completed application form.

APPLICATION FOR THE POST OF: **Office Administrator**

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| **Please ensure that you do not exceed the 300 word limit when specified. In the interests of equality for all applicants if the word count limit is exceeded your application will not be considered. You must note the word count at the conclusion of each response.** **CV’s must not be included and will not be considered.****It is the candidate’s responsibility to ensure that they have demonstrated fully in the application form how they meet the Essential and Desirable criteria as specified in the Candidate Profile.**  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forename(s): |  |
| Address: |  |
| Postcode: |  |
| Home Telephone No: |  |
| Mobile Telephone No: |  |
| Email Address: |  |
| Do you hold a current Full Driving Licence? Yes / No |  |

**FULL-TIME AND PART-TIME EDUCATION / EXAMINATION RECORD**

Please state only the type of school attended (i.e. Grammar, Secondary, Technical)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary LevelType of School / College | Dates | Subjects Studied | Examinations Taken.eg GCSE / A level etc | GradesObtained |
| attended from age 11 | From | To |  |  |  |
|  |  |  |  |  |  |

**EMPLOYMENT OR WORK EXPERIENCE**

Please give present or most recent employer first

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address | Post Held, | Dates | Annual | Reasons for Leaving |
| of Employer | Duties and Responsibilities | From | To | Salary |  |
|  |  |  |  |  |  |

**Please indicate clearly how you fulfil each of the criteria:**

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| **(i) Essential Criterion**A minimum of 5 GCE/GCSE or equivalent (Grade A\*-C) including Mathematics and English Language. |
| **(ii) Essential Criterion** - Demonstrate fully, with examples, in 300 words or less:A minimum of 3 years’ experience working in a similar environment in a busy office. |
| **(Maximum 300 words) Word count ( )** |
| **(iii) Essential Criterion** - Demonstrate fully, with examples, in 300 words or less:ICT literate and proficient in the use of computer packages including MS Office (Word, Excel and Powerpoint). |
| **(Maximum 300 words) Word count ( )** |

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| **(i) Desirable Criterion** -Demonstrate fully, with examples, in 300 words or less:Experience of working in an administrative role in a school or college environment. |
| **(Maximum 300 words) Word count ( )** |
| **(ii) Desirable Criterion**A minimum of 7 GCE/GCSE or equivalent (Grade A\*-C) including Mathematics and English Language. |

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| Please also use this part of the application form to give a brief explanation for any or each gap in your employment history. |

**REFERENCES**

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| Please give details of two persons who have consented to give references, both of whom should be able to comment on your professional work. If you are currently or have recently been in employment one of your referees should be your employer or line manager.  |
| **Referee 1** |
| Name |  |
| Occupation |  |
| Address(including Postcode) |  |
| Telephone No |  |
| Email address |  |
| **Referee 2** |
| Name |  |
| Occupation |  |
| Address(including Postcode) |  |
| Telephone No |  |
| Email address |  |

**PERSONAL RECORD – CHILD PROTECTION STATEMENT**

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| **This post is subject to the Provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003 and to The Education (Prohibition from Teaching or Working with Children) Regulations (Northern Ireland) 2006. The Regulations refer to certain roles that involve working with children or vulnerable adults.****Is there any reason why you cannot work in Regulated Activity?** (Please delete as appropriate) YES / NO**Is there any reason why you would not be suitable to work with children?**  (Please delete as appropriate) YES / NO |
| A criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosed Information will not be used unfairly. An AccessNI Enhanced Check will be requested for applicants. The AccessNI Code of Practice is available to applicants on request. **Have you been convicted of any criminal offence or been subject to a police caution?** (Please delete as appropriate) YES / NOIf **YES** please give details (include nature of offence, date of Conviction and sentence).NB - This post is exempt from the provisions of the Rehabilitation of Offenders Order 1979. You must therefore disclose information about all convictions.  |
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**DECLARATION**

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| a) The foregoing particulars are complete and correct to the best of my knowledge and belief.b) I have not canvassed any member of the Board of Governors or sought anyone to canvass on my behalf.A candidate found to have knowingly given false information, or to have suppressed any material fact, will be liable to disqualification or, if appointed, to dismissal. |
| **Candidate Signature**: |
| **Date**:  |

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| CLOSING DATE FOR APPLICATIONS: **12.00 noon** on **Wednesday 28 May 2025****Applications submitted by email will not be accepted.** **Completed applications should be returned to the Principal’s P.A.:**Lisa McAllisterRathmore Grammar SchoolKingswayFinaghyBelfastBT10 0LFIt is expected that interviews will be held week commencing **Monday 2 June 2025.** |

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| **Please ensure that the Employment** **Monitoring Form is enclosed in a separate envelope addressed to the Monitoring Officer.** |

Rathmore Grammar School is committed to appointing the best person for the job, irrespective of religious belief, gender or disability.