

**ST MALACHY’S COLLEGE**

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

**Accounts Officer/Assistant PA to Principal**

To assist in the effective and efficient operation of the College’s financial administration and to provide a confidential and professional administrative service to the Principal.

**Essential Criteria:** 5 GCSE's/O Levels including English and Maths (grades A to C) or equivalent qualifications and at least one year’s relevant work experience in an office environment. Fully conversant with Microsoft Office applications and possess proficient IT skills.

**Desirable Criteria:** Preference may be given to those applications that are educated to Degree level, and/or have at least three months accounts or secretarial experience.

**Salary:** NJC Scale Points 5 to 8 (£19,650 to £20,852 per annum).

**Hours of work:** Monday to Thursday: 8.00am – 4.15pm, Fridays: 8.00am to 3.45pm. **Summertime working hours:** Monday to Thursday: 8.30am – 3.45pm, Fridays: 8.30am to 2.45pm

**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.

**Desirable Criteria:** Preference may be given to applicants with previous cleaning experience in an industrial/commercial environment.

**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. £9.8639 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* ***Thursday 27th October 2022 at 3.30pm***

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