

**ST MALACHY’S COLLEGE**

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

**Classroom Assistants (Special Needs) (Term-Time)**

Permanent and Temporary (to June ’24) term time posts to provide assistance to individual pupils with special educational and behavioural needs.

**Essential Criteria:** Applicants must hold a minimum of 2 A Levels, (grades A to E) or at least six months’ experience of supporting children with SEN in a classroom environment and a minimum of 5 GCSE/O Levels including English and Mathematics (grades A to C).

**Desirable Criteria:** Preference may be given to those applicants that have a recognised SEN qualification and/or or have at least six months’ experience of working as a Classroom Assistant.

**Hours & Pay Rates**: 30 hours per week term-time, (£11.4935 to £11.7029 per hour).

**Science Technician (Biology)**

To provide organisational support to Biology and Junior Science teaching staff in the implementation of the College’s/Department’s educational programme.

**Essential Criteria:** 5 GCSE's (Grade C or better) or equivalent qualification including Biology, English Language and Maths.

**Desirable Criteria:** A Level Biology, successful completion of training for science technicians, laboratory work experience and/or knowledge of IT.

**Working hours & weeks:** The post is term-time, with on average 208 working days per year (185 term-time days, 10 staff days plus an additional 94.25 hours out of term-time). Term-time working hours, Monday to Friday: 8.30am to 4.30pm.

**Salary:** NJC Scale Points 5 - 6 (£19,992 - £20,285 pro-rata).

**Science Technician (Physics)**

To provide organisational support to Physics and Junior Science teaching staff in the implementation of the College’s/Department’s educational programme.

**Essential Criteria:** 5 GCSE's (Grade C or better) or equivalent qualification including Physics, English Language and Maths.

**Desirable Criteria:** A Level Physics, successful completion of training for science technicians, laboratory work experience and/or knowledge of IT.

**Working hours & weeks:** The post is term-time, with on average 208 working days per year (185 term-time days, 10 staff days plus an additional 94.25 hours out of term-time). Term-time working hours, Monday to Friday: 8.30am to 4.30pm.

**Salary:** NJC Scale Points 5 - 6 (£19,992 - £20,285 pro-rata).

**Home Economics Technician**

To provide support to Home Economics teaching staff in the implementation of the College’s/Department’s educational programme and to maintain a clean and tidy environment.

**Essential Criteria:** GCSE English Language and Maths pass grades or equivalent, Cooking & baking skills.

**Desirable Criteria:** Minimum of 5 GCSE pass grades or equivalent (including English, Maths and Home Economics), experience of working in a commercial food environment and/or experience of working/volunteering in a school setting, Basic ability to use ICT.

**Working hours & weeks:** The post is part-time, term-time, with 39 working weeks per year, 30 hours per week.

**Salary:** NJC Scale Points 5 - 6 (£15,461 - £15,742 pro-rata).

**Part-time Cleaners (temporary)**

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.

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. £10.8894 per hour.

*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* ***Monday 21st August 2023 at 3.30pm***

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