

**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 ’26) 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, Monday to Friday: 9.00am to 3.30pm, (£14.527 to £15.249 per hour).

**Science Technician (Physics) (Term-Time)**

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 11 - 14 (£25,179 - £26,431 pro-rata).

**IT Technician (Digital Hub) (Term-Time)**

To provide organisational support to the Digital Hub in the implementation of the College’s/Department’s educational programme.

**Essential Criteria:** 5 GCSE's (Grade C or better) or equivalent qualification including English Language and Maths. Basic IT technical skills.

**Desirable Criteria:** Digitally competent with a good working knowledge of a range of hardware such as Windows PCs, Chromebooks and Mobile devices.

**Working hours & weeks:** The post is term-time, with on average 205 working days per year (185 term-time days, 10 staff days plus an additional 10 days/63 hours out of term-time). Term-time working hours, Monday to Friday: 8.30am to 4.30pm.

**Salary:** NJC Scale Points 11 - 14 (£24,657 - £25,883 pro-rata).

**Home Economics Technician (Term-Time)**

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 or at least 6 months experience in a similar role.

**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, Monday to Friday: 9.30am to 4.00pm.

**Salary:** NJC Scale Points 11 - 14 (£19,541 - £20,512 pro-rata).

**Dining Room/General Kitchen Assistants (Term-Time)**

To actively participate in the daily operation of the School Meals Kitchen, under the direction of the Catering Manager.

**Hours & Pay Rates:** 20 hours per week, 10am to 2pm, Monday to Friday, term time, one post is from September to June and the other from September to mid-May each year (£13.2062 per hour).

Preference may be given to holders of a Basic Food Hygiene or general catering qualification or at least six months’ experience in food service outlets.

*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.*

Completed applications should be returned to:
The Monitoring Officer, St Malachy's College, 36 Antrim Road, Belfast, BT15 2AE or emailed to:  recruitment@stmalachyscollege.com

*Closing date for receipt of applications is Monday 26th May 2025 at 3.30pm*

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