

NOTES OF GUIDANCE FOR NON-TEACHING POSTS

IMPORTANT INFORMATION

The following notes and job documentation should be read carefully before completion and submission of an application for appointment.

GENERAL

Job Description

The job description is enclosed to provide you with information on the purpose, duties and responsibilities of the post. It describes what the postholder will be required to do.

Personnel Specification

The personnel specification, which forms part of the job documentation, is also enclosed for your information. The personnel specification groups the criteria into those which are essential and those which are preferred or desirable.

Application Form

It is your responsibility as an applicant to ensure that you provide sufficient information on the application form to enable the Selection Panel to assess your eligibility for consideration. Failure to do so will result in the application being rejected. You are therefore strongly advised to carefully consider the job description and requirements of the post to ensure all relevant details are included on the application form.

- **Disability**

If you have a disability which prevents you from completing this application form, please contact the Recruitment Team (Non-Teaching Staff) in Human Resources for alternative arrangements to be made.

- **Requesting an application form**

The Application Form/Notes of Guidance and associated documents are available on the Board's website at www.selb.org and on request in large print.

- **On-line Application Forms**

Unfortunately, at present application forms cannot be completed on-line.

- **CVs and Additional Information**

Applicants must not submit a Curriculum Vitae or additional pages. Any additional submissions will be returned.

Any alterations made to the application form will invalidate your application.

- **Closing Date for Applications**

Completed application forms and Equal Opportunities Monitoring Questionnaires must be returned in the envelope provided or in an envelope marked **PRIVATE AND CONFIDENTIAL** addressed to the **Equal Opportunities Unit, Southern Education and Library Board, 3 Charlemont Place, The Mall, Armagh BT61 9AX.**

Your completed application form may be returned:

- By post;
- In person – you can leave it into the main reception area of the SELB Headquarters Building, 3 Charlemont Place, The Mall, Armagh between 8.30 am and 4.30 pm (no later than 4.00 pm on the closing date);
- By using the postbox for out of hours delivery. This is located at the left hand side of the main entrance of the SELB Headquarters Building, 3 Charlemont Place, The Mall, Armagh.

Application forms received after the closing date and time will not be accepted.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Equal Opportunities Unit. No application will be accepted where the Board is asked to pay any shortfall in postage.

Faxed, e-mailed or late applications will not be accepted.

Equal Opportunities Monitoring Questionnaire

The Equal Opportunities Monitoring Questionnaire must be completed and returned with your application form in the envelope provided or in an envelope as detailed above. Please note that the monitoring information will **not** be made available to the selection panel. While the Board will seek to maintain the confidentiality of all monitoring information, disclosure of such information may be required in accordance with the provisions of the equal opportunities legislation applicable in Northern Ireland.

THE APPLICATION FORM

Section 1 – Personal Details

This part of the application form deals with general information about yourself.

Section 2 – Qualifications

Where required, applicants must ensure that full and accurate details of the subject/course undertaken, level of qualification, examining body/university, grade, month/year obtained or month/year expected* are provided. Where the criteria specifically asks for a number of parts to a qualification, eg OCR Word Processing (Parts 1 and 2), applicants must specify the grade received for each individual part.

(*If you are currently studying for or have a qualification pending, please record this clearly giving details of when you hope to attain this qualification.)

A formal written offer of employment is conditional on the successful candidate providing original documentary proof of qualifications as stated on the application form at the closing date for receipt of applications.

Section 3 and 4 – Present/Previous Employment/Experience including Gaps in Education/Employment

When listing your current and previous employment, please ensure that dates are correct and in date order with the most recent first. Remember to explain gaps in your education/employment history.

NOTE: Applicants for all positions including ‘regulated positions’ will be asked to explain any gaps in their education/employment during the interview process (see Section 5 for further information).

Section 5 – Child Protection

Posts involving work in educational establishments are subject to the provisions for the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).

As such, if the post for which you are applying is deemed to be a ‘regulated position’ you are required to provide information regarding your suitability to work with children/young people. Any person whose name is on List 99 (teachers whose eligibility to teach has been withdrawn) or the DHSSPS List (which is known as Disqualification from Working with Children List [DWC (NI) List]) is prohibited from working with children/young people in an educational setting.

The Board considers a post based in a school, library or any Board post where the duties require the postholder to regularly visit schools to be a ‘regulated position’.

Examples of regulated posts as defined under POCVA (NI) Order 2003 include positions whose normal duties include caring, training, advising, counselling, supervising, being in sole charge of children or posts within an educational establishment, etc.

Candidates will be required to provide photographic evidence of their identity. This can be a driving licence, passport or electoral identity card.

In the event that your application for a ‘regulated position’ is successful the Board will be required to carry out a pre-employment enhanced criminal background check. This background check will be carried out by Access Northern Ireland which is a Single History Disclosure Body. The successful applicant will be required to complete an AccessNI Disclosure Certificate Application Form (DCAF) as well as verify his/her identity by producing valid identification documentation.

Following completion of checks by AccessNI a disclosure certificate will be issued to both the applicant and the SELB, this certificate will detail (if applicable) the criminal background history of the applicant or state that no convictions were found.

Section 6 – References

You are asked to provide the names and addresses of two referees, one of whom should be able to comment on your suitability to work with children/young people in an educational setting (if applicable) and your professional ability. Referees will also be asked to provide details of candidate’s sick record over the last two years if available to them. The referees cannot be members of the selection panel for this post. Prior consent of referees must be obtained. Where you have already given the name of a referee who is a member of the Selection Panel

for this post you will be required to nominate another referee. However, the Board reserves the right to seek a written statement from the Principal/Line Manager confirming the successful candidate's suitability to work with children/young people. References must not be submitted with this form.

You should note that while it is not essential to nominate your present employer as a referee at this time, in the event of you being offered a post the Board/Board of Governors will seek references from your present/most recent employer. By signing the Declaration Section of the application form you will be indicating agreement to this reference being sought.

Section 7 – Disability

The Board is an Equal Opportunities Employer and welcomes applications from people with disabilities.

Section 8 – Declaration

It is important that you read, understand and sign Section 9.

- **Canvassing**

Canvassing means contact or communication at any time in any manner (direct, indirect, oral or written, specific or general) with a member or officer of the Board or any member of the Board of Governors of a school involved in the recruitment of the post for which you are applying which could be deemed or perceived to be for the purpose of advancing your application.

Any applicant who is found to have knowingly approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

- **Rehabilitation of Offenders**

The majority of Board posts are exempt from the provision of the Rehabilitation of Offenders (Northern Ireland) Order 1979/Rehabilitation of Offenders (Exceptions Amendment) Order (Northern Ireland) 1987. Appointment to such posts will be subject to the satisfactory completion of criminal background history checks by AccessNI, a Single History Disclosure Body.

- **Data Protection/References**

Please ensure that the details given on the application form are correct. The data provided by you will be processed in accordance with the Data Protection Act 1998. The information is being used to:

- Process your application for appointment;
- Form the basis of a computerised record of the recruitment process and equal opportunities monitoring purposes;
- Form the basis of a manual job file with other application forms used for the Recruitment and Selection process;
- Form the basis of a manual and computerised employment record if appointed; and
- Complete the Equal Opportunities Annual Monitoring Return.

By signing the declaration this is deemed to be authorisation to approach your current/most recent employer for a reference in the event of your being recommended for appointment.

Should you provide false or misleading information, any offer of employment which has already been made to you may be withdrawn, or if employed you may be dismissed from the Board's employment.

All application forms and associated documentation will be treated in the strictest of confidence. However, in the case of an applicant taking legal action against the Board, it may be necessary to disclose information to the parties involved.

The documents may also be disclosed to the Equality Commission as part of their investigations resulting from claims of discrimination.

Section 9 – Response to Personnel Specification

Read the personnel specification carefully and provide clear examples from your experience which relate specifically to the criteria stated. If you do not tell us, we cannot make assumptions about your experience or ability. You are required to demonstrate how you can satisfy each of the criteria listed in the personnel specification.

For example:

A minimum of one year's experience of working in an administrative role in an office environment in a paid capacity

It is essential that you specify on your application form the dates of your employment and the nature and capacity of that employment

You must ensure you provide sufficient information on the application form including Section 9 to enable the Selection Panel to assess your eligibility.

Failure to do so will result in your application being rejected.

SELECTION PROCESS

Shortlisting

The advertised qualifications and/or experience are the minimum requirements for the post. Selection Panels are often unable to interview all candidates holding minimum requirements. In these circumstances the Panel is likely to raise the level of qualifications/experience/skills required, inviting only those meeting the higher standard to interview. To ensure that all candidates are treated fairly this enhanced criteria will be agreed at shortlisting prior to examination of application forms. It is your responsibility to indicate clearly on the application form how you meet each element of the criteria contained in the Personnel Specification.

Interviews

Shortlisted candidates will be notified of the date and time of interview. Candidates will be required to bring photographic proof of identity to interview, ie passport, driving licence or electoral identity card.

If an applicant is unable to attend the interview at the date and time specified, or wishes to withdraw from the selection process, it is essential that he/she contacts the Board/Principal at the earliest opportunity either by telephone or in writing. A request for an alternative interview date will only be considered in exceptional circumstances and will be at the absolute discretion of the Board/Board of Governors.

If you have a disability and wish the Board to make any special arrangements to enable you to attend for interview, please contact Human Resources/School as appropriate.

Notification of Successful Applicants

Applicants should note that selection panels recommend candidates for appointment only. A recommendation is **not** an offer of employment and must not be treated as such. Recommended candidates should not take any action to give notice in respect of their current employment until receipt of a confirmed offer of appointment.

A confirmed offer of appointment will only be issued following all procedural and pre-employment checks.

A recommendation for employment may be conditional on the following:

- Proof of identity, ie passport, driving licence or electoral identity card;
- Completion of a Health Declaration Form. (Upon receipt of the completed form the Board may, at its discretion, require a candidate to attend for a medical examination by the Board's Occupational Health Adviser/Consultant);
- Completion of a Criminal Background History check by AccessNI (where applicable);
- Submission of a work permit to work in Northern Ireland, where candidates are ordinarily resident or coming from outside the EC;
- Submission of Birth Certificate;
- Submission of **original** documentary evidence of qualifications (where applicable).

Unsuccessful Candidates

All unsuccessful applicants will be notified as soon as possible following a recommendation for appointment.

SUMMARY OF GENERAL CONDITIONS OF SERVICE (NON-TEACHING)

This summary of conditions of service is provided for information purposes only. A number of these conditions of service are currently under review as indicated in this document. This is a result of new legislation relating to Age Discrimination which is effective from 1 October 2006. Details of the terms and conditions of employment as determined by the National Joint Council (NJC) for Local Government Services and the Joint Negotiating Council (JNC) for Education and Library Boards will be issued to the successful candidate.

HOURS OF DUTY

Hours of duty are as agreed by your place of work. The hours of the post may be increased or decreased subject to the exigencies of the service. Flexible working arrangements may be available. Further details may be obtained with the job description.

SALARY/PAYMENT

Salary will be paid in accordance with the appropriate National Joint Council Pay Scales. You will be paid by Bankers Automatic Clearing System (BACS). You must have a current bank account and provide details for payment purposes on the first day of service.

ANNUAL LEAVE

The leave year extends from 1 April to the following 31 March. New entrants to the service will be entitled to leave proportionate to the completed months of service during the year of entry.

Leave must be taken at a time mutually agreed between you and the Principal/Line Manager. Where your post is school based, leave must normally be taken during periods of school closure.

SECONDED TEACHERS

The annual leave entitlement for seconded teachers is 38 days each year, seconded Teachers are also entitled to 12 Public and Customary Holidays per year.

In cases where seconded teachers take up post during the school year the annual leave entitlement will be adjusted for example, seconded teachers who have enjoyed school holidays during the Christmas and/or Easter term will have 5 days deducted for each such holiday period from the total allocation of 38 days (as appropriate).

Leave cards will be issued showing this entitlement and all such leave should be pre-authorised and leave will normally be taken during periods of school closure.

The normal leave year will run from 1 September to the following 31 August.

There is no provision for any carry-over of leave entitlement from year to year.

School Based Posts

- **All Year Round Posts (52 Week Contracts)***

Leave entitlement is 20 days minimum per annum – if you work fewer than 36 hours per week or 52 weeks per year, then your entitlement will be pro rata to the hours/weeks worked.

The leave entitlement will be increased by 8 days after 5 years' continuous service in Local Government or other employment recognised by the Board.

- **Flexible Working**

Option A 52 week contract of employment, with the option to request periods of unpaid leave during any extended school closures. You will be required to be on duty for the contracted hours, working during periods of school closure except when on annual leave or other authorised absence. Duties will normally be provided by the school however, where necessary, alternative work and/or training will be provided by the Board at any other such place of employment as may be reasonably required.

Annual leave entitlement : 20 days minimum per annum for full leave year (your leave will be pro rata to the full entitlement if you have periods of unpaid leave).

Option B1 38 week contract of employment, worked during school operational times.

Annual leave entitlement : 17 days minimum per annum (if you work less than 36 hours per week, then your entitlement will be pro rata).

Option B2 38 week contract of employment, worked during school operational times, with the option for an extension of up to two weeks paid work, based on the normal contractual weekly hours.

Annual leave entitlement : 17 days minimum per annum (if you work less than 36 hours per week, then your entitlement will be pro rata).

- **School Closures and Leave**

It is a requirement for all annual leave to be taken during periods of school closures. Where any exceptional circumstances arise, approval for a member of staff to take annual leave outside these periods will be at the discretion of the school concerned.

Your entitlement to seek special leave in accordance with the normal terms and conditions of employment are unaffected.

* May apply to the following posts: Clerical/Admin, Classroom Assistants/Domestic Assistants (with Caring Duties), Technicians

- **Nursery Assistant Posts**

Annual Working Pattern/Payment During Fixed Holidays And Optional Closings

Nursery Assistants are required to work a total of 195 days in any school year; consisting of:

- 190 pupil contact days (incorporating up to a maximum of 5 days non-contact time for School Development Days) and;
- 5 Baker days.

Nursery Assistants will receive normal pay during periods of school closure.

- **Classroom Assistant Posts (Special Educational Needs)/Domestic Assistant with Caring Duties**

Employment in the above posts will continue for as long as the Statement of Special Educational Needs is renewed in respect of the pupil(s) assigned to the post.

Please note that the person appointed will not be required for duty if, for any reason the pupil is absent from school. No payment will be made for these periods.

STATUTORY HOLIDAYS

You will be entitled to 12 public and extra statutory holidays in any leave year.

SICKNESS PAY/MATERNITY LEAVE

Sickness pay and maternity leave will be in accordance with the National Joint Council (NJC) for Local Government Services and the Joint Negotiating Council (JNC) for Education and Library Boards conditions of service.

PENSION

The Local Government Pension Scheme (LGPS) (NI) retirement age is age 65. However, employees are able to join or remain in the scheme up to age 75 and accrue further benefits. There is no lower age limit for joining the scheme. Membership of the LGPS (NI) is automatic unless you opt not to join, or have previously opted out, or are designated as a casual employee. If you have previously opted out, or are a casual employee, you must elect in writing to join the scheme and will become a member of the LGPS (NI) from the beginning of the first pay period following the receipt of your option.

RETIREMENT

The normal retirement date for employees is the end of the month in which their 65th birthday falls (except where this has been increased by local agreement, ie School Crossing Patrols age 75). New legislation effective from 1 October 2006, Employment Equality (Age) Regulations (Northern Ireland) 2006, gives employees the statutory right to request to work beyond their normal retirement date.

Applicants must not be more than 6 months from the normal retirement date by the closing date for receipt of applications. The exception to this relates to School Crossing Patrols, with applications being welcomed from persons under 70 years of age by the closing date.

TERMINATION OF EMPLOYMENT

You must give, and are entitled to receive, one month's/four weeks' notice (unless otherwise determined) to terminate this employment unless the employment is terminated on the grounds of summary dismissal for gross misconduct.

CODE OF CONDUCT

Breaches of the Code of Conduct for staff employed in Education and Library Boards will be viewed as a disciplinary offence which may result in dismissal.

OTHER EMPLOYMENT

Any work undertaken outside normal duties must be reported to the Board. Where employment with the Southern Education and Library Board is full time you will not be permitted to undertake any other employment, paid or otherwise, for any person or body other than the Board, without prior written consent from the Board.

CHILD PROTECTION

Posts involving work in educational establishments are subject to the provisions for the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).

As such, if the post for which you are applying is deemed to be a 'regulated position' you are required to provide information regarding your suitability to work with children/young people. Any person whose name is on List 99 (teachers whose eligibility to teach has been withdrawn) or the DHSSPS List (which is known as Disqualification from Working with Children List [DWC (NI) List]) is prohibited from working with children/young people in an educational setting.

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Rehabilitation of Offenders

The majority of posts in the Board are exempt from the Rehabilitation of Offenders (Northern Ireland) Order 1979. Appointments are subject to satisfactory completion of criminal background history checks by AccessNI, a Single History Disclosure Body.

GENERAL

Before taking up duty, the successful applicant will be required to:

- Complete a Health Declaration Form. (Upon receipt of the completed form the Board may, at its discretion, require a candidate to attend for a medical examination by the Board's Occupational Health Adviser/Consultant);
- Complete a criminal background history check by AccessNI (where applicable);
- Produce original Birth Certificate;
- Produce original documentary evidence of qualifications;
- Submission of a work permit to work in Northern Ireland, where candidates are ordinarily resident or coming from outside the EC;
- Complete a BACS form (Bank/Building Society details);
- Complete a NILGOSC Pension Scheme Employee's Membership Option Form (LGS1 or LGS2);
- Photographic identity, ie passport or driving licence or electoral identify card;
- Produce proof of membership of a professional body, if required;
- Produce documents required for eligibility for working in United Kingdom.