



**Friends' School Lisburn  
Post of Administrative Assistant  
Information for Applicants**

- 1 Completed application forms *and* Equal Opportunity Monitoring Forms must be received by School by **12 noon on Friday 16 May 2025**. Only applications on the School's official form will be considered.
- 2 Five documents are included in the Application Pack/download:
  - Information for Applicants
  - Job Description
  - Personnel Specification
  - Application Form
  - Equal Opportunities Monitoring Form
- 3 Applications will be acknowledged by email and invitations to attend interviews will be sent by email.
- 4 Completed applications should be emailed to [recruitment@friends.lisburn.ni.sch.uk](mailto:recruitment@friends.lisburn.ni.sch.uk)
- 5 Completed Equal Opportunities Monitoring Form should be emailed to [monitoring@friends.lisburn.ni.sch.uk](mailto:monitoring@friends.lisburn.ni.sch.uk)
- 6 Canvassing disqualifies

*Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check which at present costs £33. Further details regarding the payment of this check will be issued with the contract of employment.*



## **Friends' School Lisburn Administrative Assistant**

### **General Information**

Friends' School Lisburn was founded by the Religious Society of Friends in 1774. The school has a rich heritage and will be celebrating its 250<sup>th</sup> anniversary in 2024-25. It enjoys links with the seven other Quaker schools in Britain and Ireland and has established international connections with other schools overseas.

The school currently has an enrolment of 1056 pupils in the Grammar School and a further 160 in the Preparatory Department and Pre-Prep. It is heavily oversubscribed at the point of entry to Year 8 and has an excellent record in public examinations both at GCSE and A-level.

The school is set in 20 acres of mature grounds and enjoys excellent facilities. The oldest building on site is the listed Middle House, which dates from 1880 and which was refurbished in 2015. In the last decade, two floodlit Astro turf hockey pitches have been laid and a state of the art Maths and Music block has been constructed. Friends' has also been granted significant capital funding from the Department of Education which will enable the school to continue to enhance provision for future generations of pupils.

The school offers an extensive enrichment programme, not only in sport, music and the arts, but also in a range of other activities. It was named as the Sunday Times Northern Ireland school of the year, first in 2011, in 2017 and again in 2025.

### **The Post**

The Administrative Assistant is part of the administration team, providing support to the senior team and other colleagues in the school. The person appointed will come into contact with a wide range of adults and pupils, providing a warm welcome to everyone. As a key member of the school community, the person appointed should support the aims and ethos of the School.

The post is required from August 2025.

## **Terms of Service**

**Salary:** Pts 11-14 on the NJC scale (£27,269 - £28,624 per annum). There will be a probationary period of one year from the commencement of employment.

**Annual Leave:** The leave year runs from 1 September to 31 August and full-time staff have a total of 43 days annual leave, which is comprised of 21 days of school closures and statutory holidays plus 22 days to be taken by agreement with the Bursar. Annual leave must be taken out of term-time, and the successful candidate must be available to work in the summer holidays, from the week of A Level results (mid-August) to the end of August.

**Hours of work:** The post is 35 hours per week, 52 weeks per annum. Hours are 8.30am – 4.30pm, Monday to Friday, with a 15 minute morning break and an hour for lunch.

**Pension:** The person appointed will be automatically enrolled on the Northern Ireland Local Government Officers' Superannuation Committee scheme (contributory).

**Benefits:** The school is set in attractive grounds in a convenient location near Lisburn city centre and beside Wallace Park. It is within a short walk from the railway station and the bus station. There is onsite parking and the person appointed will have access to the full range of facilities on site. The person appointed will also be part of a vibrant school community.



**Friends' School Lisburn  
Administrative Assistant  
Job Description**

**Salary scale:** NJC pts 11-14 (£27,269 - £28,624 per annum)

**Responsible to:** The School Principal through the Bursar and the Head of Administration.

**Main Duties and Responsibilities:**

- i. General Reception duties, including responding to email, telephone and personal enquiries as required, welcoming visitors, fielding enquiries from parents, pupils, staff, Governors, external organisations, other schools and prospective parents and pupils;
- ii. Provide administrative support to senior school staff, to include word-processing, producing reports, photocopying, filing and correspondence with relevant personnel to receive and provide information;
- iii. Send information to parents using the school communication system and monitor responses;
- iv. Record pupil attendance information on the school Management Information System;
- v. Maintain the online school calendar and update information on the school website;
- vi. Carry out routine administrative tasks, including the collection of money and the completion of records and registers in accordance with School policy;
- vii. Produce programmes for school events;
- viii. Assist with the retention and disposal of information in a manner consistent with the policy of the School and the requirements of the Data Protection Act;
- ix. Provide administrative support to the Old Scholars' Association as required;
- x. Ensure the secure storage of valuable items including mobile phones and confidential documentation;
- xi. Work with colleagues to ensure a well-structured administration system;

The person appointed will undertake any other duties as reasonably requested by the Principal, the Bursar and the Head of Administration, and will maintain confidentiality at all times. The job description will be reviewed annually and is subject to change.



**Friends' School Lisburn  
Administrative Assistant  
Personnel Specification**

**Essential**

- 1.1 A minimum of 5 GCSEs at A\*-C, including English and Maths;
- 1.2 Excellent people skills and a warm, approachable manner;
- 1.3 The ability to work harmoniously with others;
- 1.4 The ability to work autonomously;
- 1.5 Excellent organisational skills;
- 1.6 The ability to meet deadlines and the capacity to cope well with periods of pressure;
- 1.7 Good communication skills;
- 1.8 Good literacy and numeracy skills;
- 1.9 Good ICT skills, including high levels of proficiency with Microsoft Office programmes (including Word, Excel and Outlook) and the willingness to undertake training in applications such as SIMS;
- 1.10 Discretion and the ability to handle confidential information;
- 1.11 Professional conduct

**Desirable**

- 2.1 A minimum of 2 A-levels (or equivalent);
- 2.2 Experience of working as an Office / Administrative Assistant;
- 2.3 Experience of working in a school;
- 2.4 Experience in the use of Management Information Systems such as SIMS.

*Candidates should be aware that the criteria may be enhanced to produce a manageable shortlist for interview. Written communication skills will be assessed from the application form. Applicants must also address each of the above criteria in this application – only applicants who address the criteria will be considered for the shortlist.*