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**Friends’ School Lisburn**

**Preparatory Department Secretary**

**Required from August 2025**

**Application Form**

**Please read the following notes carefully before completing this form:**

1. The form should be completed electronically. You are asked to use size 12 font in Calibri; **do not** enlarge the response boxes or include any additional pages. Any forms that have been altered may not be considered.
2. All candidates must complete this application form in full since shortlisting will be based on the information provided in this document only. Before you submit your application, you are advised to ensure your eligibility for this post by referring to the job description and personnel specification.
3. Canvassing will disqualify.
4. Completed application forms must be returned **by 12 noon on Friday 16 May 2025.**
5. Completed application forms should be emailed to [recruitment@friends.lisburn.ni.sch.uk](mailto:recruitment@friends.lisburn.ni.sch.uk)
6. The **Equality Monitoring Form** must be downloaded, completed and returned as an attachment in a **separate email** from your application form, to [monitoring@friends.lisburn.ni.sch.uk](mailto:monitoring@friends.lisburn.ni.sch.uk)
7. Please **do not** include a separate CV or covering letter with your application form.

*Friends’ School is an equal opportunities employer and welcomes applications regardless of religious belief, political opinion, gender, marital status, ethnic origin, and disability*

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**Section A - Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname**: | **Forename(s)**: | **Previous Surname:** (if applicable): | | **Title:** | |
| **Address**:        **Postcode**: | | | **Contact Telephone Numbers**:  **Telephone**:  **Mobile**: | | |
| **Email address:** | | | | | |
| **Are you free to remain in, and take up employment in the UK?** | | | | | **Yes / No** |
| **National Insurance Number**: | | | | | |

|  |
| --- |
| **References:** please provide details of two referees, **one of whom must be from your present/most recent place of work**. You should provide at least two means of contacting your referees. |

|  |  |
| --- | --- |
| **Name and Job Title:** | |
| **Address:** | **Telephone:**  **Email:** |

|  |  |
| --- | --- |
| **Name and Job Title:** | |
| **Address:** | **Telephone:**  **Email:** |

**Section B - Employment History**

Please include details of your employment history

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Position** | **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |  |

**Section C - Qualifications and Experience**

|  |  |
| --- | --- |
| **1. Please list your GCSE qualifications, with subjects, grades and dates:** | |
|  | |
| **2. Do you have experience dealing with members of the public?**  If Yes, please provide detail, including relevant dates | YES / NO |
|  | |
| **3. Do you have experience of working in a school (desirable)?**  If Yes, please provide details including relevant dates | YES / NO |
|  | |

**Section D - Skills and Knowledge**

Using the job description and personnel specification, please illustrate with summarised examples how you meet the criteria for this post, specifying dates as appropriate. If you do not provide sufficient detail, the selection panel may reject your application. Please use only the space provided.

|  |
| --- |
| 1. **Please demonstrate your ability to work methodically and with accuracy** |
|  |
| 1. **Please demonstrate your ability to respect and maintain confidentiality** |
|  |
| 1. **Please provide evidence of high-level ICT skills, including Microsoft Word, Excel and Outlook** |
|  |
| 1. **Please demonstrate your understanding of Preparatory Departments in Northern Ireland** |
|  |
| 1. **Do you have a working knowledge of school administration systems, and if so, please give details (desirable)** |
|  |
| 1. **Please give evidence of your ability to work harmoniously within a team in a busy school environment** |
|  |
| 1. **Please demonstrate your ability to work effectively with others in a respectful and courteous manner** |
|  |
| 1. **Please include any additional information about your experience, skills or knowledge which you believe are relevant to the post** |
|  |

**Section E: Declaration by the Candidate**

1. I declare that, to the best of my knowledge, the responses to the above questions are accurate.
2. I have read the terms and conditions of appointment applying to this post.
3. I understand that, prior to appointment being made, a check for any record of convictions, cautions or bind-overs may be carried out and I give my permission for this to be done.
4. I understand that this post is exempt from the provision of the Rehabilitation of Offenders Order (NI) 1978.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Print Name:** |  |
| **Date:** |  |

**All applications must be received by**

**12 noon on Friday 16 May 2025**