



**Friends' School Lisburn  
Post of Preparatory Department Secretary  
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  
Preparatory Department Secretary**

**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 Preparatory Department is an integral part of Friends' School. There is a current enrolment of 160 pupils in the Prep and Pre-Prep and 1056 pupils in the Grammar School.

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 AstroTurf 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. It was named as the Sunday Times Northern Ireland school of the year, first in 2011, in 2017 and again in 2025.

The school ethos, which is rooted in its Quaker heritage, places an emphasis on the value of each individual and encourages a sense of service to others. The acronym ASPIRE is used to promote the values of Adventure, Sustainability, Peace, Integrity, Respect and Equality, which are based on the Quaker testimonies and are central to the school's identity.

In the Preparatory Department, boys and girls aged 3-11 years begin their educational journey in an inclusive and nurturing environment. Our unique setting provides exceptional opportunities for outdoor learning and easy access to the Grammar School's facilities. The education of a child involves a partnership between home and school and we want parents to share the educational process with us. Our vision is that each child will experience excellence in a caring, supportive community.

The school offers an extensive enrichment programme, not only in sport, music and the arts, but also in a range of other activities. Clubs are led by Prep staff or carefully chosen external providers.

**The Post**

The School has a Head of Department, Ruth Watson, who leads the Preparatory Department and, along with the Principal and Bursar, sets the whole-school strategy for Prep related matters.

The person appointed will provide administrative and clerical support to the staff in the Preparatory Department, assist pupils and visitors and ensure the smooth operation of Reception at the start of each day during term time.

**Hours of work**

- 8.30am to 9.45am Monday to Friday

This is a temporary term time only post.

**Salary**

Salary will be points 11-14 on the NJC Scale, currently equivalent to £27,269 - £28,624 pro rata. Progression will be by annual increment.



**Friends' School Lisburn  
Preparatory Department Secretary  
Job Description**

**Hours of Work:** 8:30am - 9.45am

**Salary:** NJC points 11-14 (£27,269 - £28,624 pro rata)

Reporting to the Head of Preparatory Department and the Head of Administration, and through them, the Principal and Bursar, the Secretary will provide support to the Head of Department and her staff and provide information to the Bursar and Principal as required.

This is a temporary term time only post.

**Duties** (this list is not exhaustive):

1. Answer telephone, record messages and forward these as appropriate.
2. Manage the school email account
3. Attend to visitors arriving at reception
4. Administrative duties as required
5. Access of pupil records using the SIMS system
6. Routine correspondence with external stakeholders, including, but not limited to parents, substitute teachers and suppliers as required
7. Booking transport and facilities as required and in accordance with Friends' School procedures as defined by the Bursar's Office
8. Assist with procurement of materials for the Preparatory Department in accordance with Friends' School procurement procedures
9. Assist with the collection, counting and recording of money in accordance with procedures specified by the Bursar
10. Undertake such training as may be deemed necessary by the Head of Department or Bursar

11. If directed to do so by the Principal, Bursar or Head of Prep, make arrangements with the Clerk of Lisburn Preparative Meeting for the use, by the Preparatory Department, of the Meeting House
12. Support the organisation of key events in the school calendar, such as Sports days, P1 Induction Day
13. Such other duties as may from time to time be required

*Not all of these tasks will be undertaken concurrently. The work is varied and has daily, monthly, termly and annual routines as well as one off matters that need attention.*



**Friends' School Lisburn  
Preparatory Department Secretary  
Personnel Specification**

		<b>CRITERIA</b>
<b>Qualifications</b>	<b>Essential</b>	5 GCSEs (Grades A- C including English and Mathematics)
<b>Experience</b>	<b>Essential</b>	Previous experience in dealing with members of the public
	<b>Desirable</b>	Previous relevant experience in a school office environment
<b>Skills and Knowledge</b>	<b>Essential</b>	<ol style="list-style-type: none"> <li>1. Good written and oral communication skills</li> <li>2. The ability to work methodically and with accuracy</li> <li>3. The ability to respect and maintain confidentiality</li> <li>4. High-level skills in the use of ICT applications, especially Microsoft Word, Excel and Outlook</li> <li>5. An understanding of Preparatory Departments in Northern Ireland</li> </ol>
	<b>Desirable</b>	Working knowledge of school administration systems (C2K/SIMS, Parentmail)
<b>Inter-Personal Skills</b>	<b>Essential</b>	<ol style="list-style-type: none"> <li>1. The ability to work harmoniously within a team in a busy school environment</li> <li>2. The ability to work effectively with pupils, colleagues, parents and members of the public in a respectful and courteous manner</li> </ol>

The above are the minimum criteria required for the post. They may be enhanced to enable the appointments panel to draw up a short list. Written communication skills will be assessed from the application form and task. Oral skills will be assessed in the interview. Applicants must also address each of the other criteria in this application - only applicants who address the criteria will be considered for the shortlist.