

St Louis Grammar School

BALLYMENA



EXCELLENCE ENDEAVOUR EMPOWERMENT

Part-time Permanent (Term Time)
Till Operator
(10.30am – 2.00pm Mon – Frid)

APPLICATION PACK



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Accessibility and Accessible Format

Candidates with a disability who require assistance will be facilitated upon request. Candidates who wish to receive Application Forms and application packs in accessible formats are requested to inform Mrs T. Weir of their requirements as soon as possible, as the closing date for applications remains the same for all applicants.

Our Prospectus will accompany this Application Pack. The Application Form is a separate stand-alone document.

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing: tweir593@c2kni.net

JOB ADVERTISEMENT



St Louis Grammar School
Cullybackey Road, Ballymena BT43 5DW
Tel: 028 2564 9534
Enrolment No: 960

Part-time Permanent (Term Time) Till Operator

St Louis Grammar School is a Catholic, Voluntary Grammar School committed to providing excellent educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment.

Our motto “**Ut Sint Unum**” that they may be one, reinforces our St Louis family value system and family centred approach to education.

AIMS

- To be a community inspired by the Catholic faith, living out Gospel Values and reflecting all traditions of our Irish Cultural Heritage.
- To enable pupils to acquire a sense of purpose and have a good opinion of themselves by giving all access to a religious, academic, moral, social and physical education with appropriate provision for pupils with special needs, in an attractive school environment.
- To provide teachers with the necessary accommodation, equipment and training to achieve the above aims.
- To involve Parents, Educational Bodies and Industry in the work of the school and benefit the greater Ballymena Community.
- To foster a spirit of cheerful co-operation and provide a caring environment which promotes high achievement and self-esteem among staff and pupils.

The Board of Governors seeks to appoint a highly motivated and customer focused Till Operator from 1st September 2025.

Application Packs are available from the school website www.stlouisgrammar.com

The closing date for receipt of completed Application Forms is **12 noon on Wednesday 30th July 2025.** Please return application forms (including Monitoring Form) **by email only** to tweir593@c2kni.net ***Please place post title in email subject heading***

The school is committed to safeguarding children and young people. The successful candidate will undergo an enhanced AccessNI check (currently £33) as well as prudent checks of references and employment history. *AccessNI Code of Practice is available upon request.



St Louis Grammar School, Ballymena

Job Description

POST TITLE Till Operator

REPORTS TO Senior Unit Catering Supervisor

JOB PURPOSE

To actively participate in the duties associated with cash handling within the catering unit.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.

1. DUTIES AND RESPONSIBILITIES

- 1.1 The correct care and maintenance of the cash register.
- 1.2 Correct programming procedures and updating of prices.
- 1.3 Correct daily operational procedures to include checking float and audit roll.
- 1.4 Counting cash daily and assisting in preparing the bank lodgement.
- 1.5 Maintaining records appropriate to the cash operation.
- 1.6 Customer care.
- 1.7 To deal with minor problems, accidents/sickness and report any serious incident to the Senior Unit Catering Supervisor immediately.
- 1.8 Duties as delegated in connection with Cash Cafeterias.

2. GENERAL CONDITIONS

- 2.1 All duties must be carried out to comply with:
 - a. The Health and Safety at Work (NI) order 1978;
 - b. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - c. Codes of Practice.
- 2.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 2.3 All necessary administration must be completed as required.
- 2.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

3. PROBATION PERIOD:

You shall serve a period of six months on probation. Therefore, you shall be due for confirmation on this position at the end of February 2026. If your performance is not to the expectation of Management, your probationary period can be extended if deemed necessary.

4. WAGE RATE/HOURS:

NJC Point 5 - 8 (£13.2062 - £13.8466)

Hours: 10.30am – 2.00pm Monday to Friday (30 minutes unpaid break)

Monthly paid on daily rate basis

Term Time only (September – June)

Holiday Entitlement and Retainer Fee paid during July and August

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.



St Louis Grammar School, Ballymena

Personnel Specification

ESSENTIAL CRITERIA

- E1 Have experience of working with children and young people or have worked in a supervisory capacity in a busy environment
- E2 Have good interpersonal skills/communication skills
- E3 Have experience of working as part of a team where ability to use initiative was a crucial element
- E4 Have a proven track record of reliability as evidenced by attendance/punctuality in previous roles

Please note that the Board of Governors may enhance the essential criteria for the purposes of shortlisting.

DESIRABLE CRITERIA

- D1 Experience of operating cash register in busy environment
- D2 Have worked in a school environment
- D3 Have knowledge of Child Protection Guidelines
- D4 Have a willingness to contribute to school life through engagement with the school community

Contextual Information and Safeguarding

Attendance at Interview

Please note that candidates should make every effort to attend for interview at the specified date and time. It may not be possible to arrange alternative interview dates.

Confirmation of Appointment

Before appointment, the successful candidate could be asked to provide evidence that they have no prevailing medical issues, provide authentic certificates of qualifications, agree to an *AccessNI check and have acceptable references. *AccessNI Code of Practice is available upon request.

Contextual Information

We currently have three Till Operators working in St Louis. The work and performance of a Till Operator is monitored by the Senior Unit Catering Supervisor.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment and selection process. By signing and submitting your Application Form, you are giving consent to the processing of your data by the school.

Disclosure

This position is exempt from the provisions of the Rehabilitation of Offenders (Exceptions) Order 1979. You are not entitled to withhold information about convictions, cautions or reprimands under the provisions of the Order. Any failure to disclose such convictions could lead to disqualification or termination of employment. Any information given will only be used in connection with posts to which the Order applies. If you have a criminal record, this will not automatically debar you from employment. Policy on Recruitment of Ex-Offenders is available upon request.

Equality and Diversity

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workforce and becoming an employer of choice.

References

Applicants are required to identify two referees on their Application Form, one of whom should be their current employer (if applicable). Referees may be contacted prior to interview.

Safeguarding

St Louis Grammar School, Ballymena is committed to safeguarding and promoting the welfare of its children and young people.

The Application Process

Information for Potential Applicants

Please note that your application will be copied and distributed to the school's Board of Governors Selection Panel for this appointment. It is important that any communication with us is clear and concise.

All shortlisted candidates have the option of visiting the school before interviews are held. To arrange this, please contact Mrs T. Weir, the Principal's Secretary, on 028 2564 9534 or tweir593@c2kni.net

How to Apply

Please download the Application Pack, Application Form and Monitoring Form from:
www.stlouisgrammar.com

The Application Form (including Monitoring Form) should be completed in full and emailed to Mrs T. Weir, Principal's Secretary at tweir593@c2kni.net *Please place post title in email subject heading*

All correspondence will be via email.

The Recruitment Schedule

Post advertised:	3 rd July 2025
Closing date for applications:	30 th July 2025 (12 noon)
Interviews:	Early August

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the Personnel Specification. If you attain high scores, you will then be invited to attend an interview.



Principal

Mrs J O'Neill BSc, PGCE, MBA, PQH (NI)

Board of Governors

Mrs M. Black CBE (Chairperson), MA Ed; BSc (Hons); Post Grad Dip H Ed; Cert H Econ;
P Dip (Executive Coaching); HMFPH, Mr D. Wright (Vice Chairperson),
Mr A. Law, Mr S. McCann, Mrs S. McCarry, Mr G. McGarry,
Very Reverend M. McGinnity PP, Dr C. Wilson.



St Louis Grammar School, Ballymena

Cullybackey Road, Ballymena BT43 5DW

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www.stlouisgrammar.com**

School App available to download from App Store/Google Play Store
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