

St Louis Grammar School

BALLYMENA



EXCELLENCE ENDEAVOUR EMPOWERMENT

Part-time (25 hours/week)
Temporary (Term Time)
General Assistant

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 the School Office of their requirements as soon as possible.

Our Prospectus will accompany this Application Pack.

Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing: info@stlouisgrammar.ballymena.ni.sch.uk

JOB ADVERTISEMENT



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

Part-time (25 hours/week) Temporary (Term Time) General Assistant

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 committed and child centred General Assistant from September 2026.

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

The closing date for receipt of completed application forms is **12 noon on Tuesday 25th August 2026**. Please return application forms (including monitoring form) **by email only** to info@stlouisgrammar.ballymena.ni.sch.uk ***Please put 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 £32) 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

Job Title: Part-time (25 hours/week) Temporary (Term Time) General Assistant	
Purpose of Post: Under the direction of the class teacher, assist with the educational support and medical needs of the pupil who is in the teacher's care in or outside the classroom.	
MAIN DUTIES AND RESPONSIBILITIES The precise duties of the post will be determined by the Principal and Learning Support Co-Ordinator.	
1. GENERAL ASSISTANT WILL:	
1.1	Support the needs of the pupil eg. movement between classrooms and attend to personal needs.
1.2	Endeavour to encourage the pupil to be as independent as possible.
1.3	Aim to support the role of the teacher.
1.4	Take into account the pupil's individual special needs and ensure their access to the lesson.
1.5	Ensure the pupil has understood instructions.
1.6	Help the child to develop organisational skills.
1.7	Try to encourage the integration of the child into the class.
1.8	Carry out such duties as may be reasonably required by the Principal/Learning Support Co-Ordinator.
2. ADMINISTRATION	
3.1	Provide regular feedback about the pupil to the teacher/Learning Support Co-Ordinator.
3.2	Take part in termly reviews with the Learning Support Co-Ordinator.
3.3	Take part in IEP/Transition Plan update meeting.
3. OTHER DUTIES	
4.1	Attend relevant in-service training.
4.2	May also be required to complete break/lunchtime supervision of student.
4.3	Such other duties as may be assigned by the Learning Support Co-Ordinator.
4. WAGES/HOURS	
Scale will range between Spinal Points 5 (£13.6288) – 8 (£14.2897) /hour	
Term Time (September – June)	
Monthly paid (Option to spread payment over 12 months)	
Term time school holidays at full pay	
5.	You shall serve a period of six months on probation (excluding July and August). If your performance is not to the expectation of management, your probationary period can be extended if deemed necessary.
6.	The sickness allowance entitlement is one month full pay and one month half pay for each year of continuous service up to a maximum of six months.
7.	One month notice of intention to terminate employment is required by the Board of Governors. In the case of gross misconduct, services may be terminated without notice. Disciplinary and grievance procedures for all non-teaching staff are available from the Principal. The responsibilities and terms and conditions may from time to time be reviewed in the light of new legislation and/in the needs of the school. Such changes will be the subject of negotiation between the Bursar and the Principal/Board of Governors.

NB: It is acknowledged that the contents of this generic Job Description are not subject to appeal.



St Louis Grammar School, Ballymena

Personnel Specification

Please ensure that you provide evidence to address the criteria on the Personnel Specification. Evidence will be gathered from the application form, at interview (if shortlisted) and through references/certificates.

QUALIFICATIONS AND TRAINING

ESSENTIAL	DESIRABLE
	• Additional award bearing courses completed • Hold a minimum of a Level 2 childcare qualification as approved by EA (list of approved qualifications is available to download from EA website www.eani.org.uk)

EXPERIENCE

ESSENTIAL	DESIRABLE
• Experience of working in an educational setting	• Experience of working in a post primary environment • Have a minimum of six months' experience of working with a child/children in a formal learning environment eg. School, nursery or playgroup

SKILLS

ESSENTIAL	DESIRABLE
• Ability to communicate effectively orally and in writing • Organisation and planning • Ability to use Information Technology effectively • Interpersonal skills required to form and maintain effective working relationships with the staff, pupils and parents of the pupil • Ability to work under own initiative	• High degree of ICT competency

PERSONAL QUALITIES

ESSENTIAL	DESIRABLE
• High motivation • Prepared to be committed to the ethos and values of St Louis Grammar School • Confidentiality • Caring and sensitive nature • Reasonable level of physical fitness	• Flexible approach to working with SEN students • Ability to cultivate good working relationships with students and colleagues

Applicants should note that the essential criteria may be enhanced at shortlisting.

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

The work and performance of the General Assistant is monitored by the Learning Support Co-Ordinator.

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 form 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 the School Office, on 028 2564 9534 or by emailing info@stlouisgrammar.ballymena.ni.sch.uk

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 info@stlouisgrammar.ballymena.ni.sch.uk *Please put post title in email subject heading*

All applications will be acknowledged by email.

The Recruitment Schedule

Post advertised:	17 th August 2026
Closing date for applications:	25 th August 2026 (12 noon)
Interviews:	To be confirmed

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.



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www.stlouisgrammar.com**

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