



CONDITIONS OF SERVICE

ADMINISTRATIVE, EXECUTIVE, CLERICAL, PROFESSIONAL AND TECHNICAL STAFF

1. The Conditions of Service will be as determined by the Joint Negotiating Council for the Education Authority.
2. The salary scale is as advertised.
3. The hours of work will be as advertised. The times will be arranged to suit the requirements of the post. For Classroom Assistants, General Assistants and Supervisory Assistants the hours of work will be reviewed annually and are subject to the exigencies of the service. The working pattern will be as determined by St Mary's.
4. The annual leave year extends from 1 April in one year to 31 March in the following year.

The leave entitlement of part time staff is calculated on a pro rata basis to the full time entitlement. The leave entitlement for a complete leave year on a 12 month contract is 21 days. This will increase after 5 years' service in accordance with existing agreements.

Annual leave **cannot** be taken during school term/scheduled work periods.

5. Sickness pay will be in accordance with the above agreement and there may be an entitlement to maternity leave and pay.
6. You will automatically become a member of the Northern Ireland Local Government Pension Scheme. Further information is available from NILGOSC website (www.nilgosc.org.uk).
7. After one month's service, employees are required to give the employer one month's notice of their intention to terminate employment. Further details are available in the Terms and Conditions of Employment document.
8. Employees will be entitled to receive from the Employer as least one month's notice after you have completed one month's service.
9. All appointments will be subject to a satisfactory health declaration and to the completion of a period of probationary service of at least 6 months.
10. The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people as regulated activity. It is a criminal offence for any individual on any barred list or who is the subject of a disqualification order from the courts; to apply for, offer to do, accept or do any work in a post involving regulated activity, paid or unpaid.

Appointment to this post is subject to a satisfactory outcome of the vetting procedure including receipt of satisfactory Enhanced Disclosure Certificate from Access NI. The fee for such a disclosure is currently £33 which you will be required to pay.

11. Names and addresses of two referees must be given, one of whom should be a previous or current employer able to comment on your suitability to work with children/young people in an educational setting (if applicable) and/or your professional ability. References will be taken from the named referees and applicants should ensure that they have, in specific terms, obtained the prior consent of the persons named to act as referees. (References must not be submitted with the application form).
12. Further details may be obtained from the Bursar and are contained in the Staff Handbook and Terms and Conditions of Employment document.