**JOB DESCRIPTION**

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| **JOB TITLE:** |   |
| **REPORTS TO:** |   |
| **RESPONSIBLE FOR:** | Summarise here what the post holder is responsible for e.g. people, budgets, or other resources.  |

**JOB PURPOSE**

* Insert a few sentences, or bullets to describe the key purpose of the job.
* The amount of narrative will depend on the level, scope and complexity of job.
* Ensure the significance of the job is conveyed, e.g. reflecting the breadth of impact it might have across teams.

**MAIN DUTIES AND RESPONSIBILITIES**

* Summarise the main duties and responsibilities of the job.
* This could be one list, or it may make sense to group activities under headings.
* Try to be as precise as possible, and avoid using value terminology, jargon and unexplained acronyms.
* Use active verbs to start each sentence, e.g. ‘prepare’, ‘organise’, ‘manage’.
* Reflect the outputs of the job, i.e. what the post holder is expected to produce such as delivery of projects, achieving key performance indicators/targets.

*(The following standard wording should be included at the end of all job descriptions)*

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.

**PERSON SPECIFICATION**

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| **NOTES TO JOB APPLICANTS** |
| 1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.
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| **SECTION 1 - ESSENTIAL CRITERIA** |

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

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| **Factor** | **Essential Criteria** | **Method of Assessment** |
| **Qualifications/ Professional Membership** | *Include equivalencies where necessary.* | Shortlisting by Application Form |
| **Experience**  | *Insert quantifiable and well defined criteria in relation to experience.*  | Shortlisting by Application Form |
| **Knowledge** | *It may be appropriate to ask job applications to provide evidence of knowledge of a specific subject area on their application form. Where used, ensure that the criterion is clearly articulated so that the selection panel will be able to make an assessment of the strength of evidence provided by job applicants. Alternatively a knowledge criterion may be assessed at interview – see below.* | Shortlisting by Application Form |
| **Skills / Abilities** | *Insert quantifiable and well defined criteria in relation to skills/abilities.* | Shortlisting by Application Form |
| **Other** | *For example:* *Have access to a suitable vehicle (appropriately maintained and insured for Education Authority business) that will enable you to carry out the mobility requirements of the post in an efficient and effective manner;**OR**Provide sufficient information to satisfy the employer that you have access to an appropriate alternative form of transport that will enable you to carry out the mobility requirements of the post in an efficient and effective manner.* | Shortlisting by Application Form |

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| **SECTION 2 - ESSENTIAL CRITERIA** |

The following are **additional** **essential** criteria which will be measured during the interview/selection stage.

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| **Factor** | **Essential Criteria** | **Method of Assessment** |
| **Knowledge** | *Insert relevant criteria. Dependent on the level, or nature of the role, it may be appropriate to assess knowledge during the interview by asking candidates to deliver a presentation to the selection panel.* | Interview / Presentation  |
| **Skills / Abilities** | *Insert relevant criteria.*  | Interview  |
| **Values Orientation** | *Evidence of how your experience and approach to work reflect EA’s/the School’s Values/ethos. You will find information about our Values here* ***INSERT LINK*** | Interview |

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| **SECTION 3 - DESIRABLE CRITERIA** |

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

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| **Factor** | **Desirable Criteria** | **Method of Assessment** |
| **Qualifications / Experience**  | *Insert quantifiable and well defined criteria.**Typically desirable criteria will specify qualifications or experience.* *Include qualification equivalencies where necessary.**Where there is more than one criterion, list the criteria in the order they will be applied, i.e. in order of importance.* | Shortlisting by Application Form |