Acorn Integrated Primary and Nursery Unit

Application for School Secretary - Senior Clerical Officer

Post	School Secretary - Senior Clerical Officer (temporary, full-time to June 2027)		
Job reference	AIPS/SCO/2026/10	**Closing date**	Friday 30th October 2026 at 5pm

Before you start

- Please complete every section in full. CVs will not be accepted.
- You can complete this form electronically or by hand in BLACK INK to facilitate photocopying
- Shortlisting is based only on the information in this form. Please read the person specification and use Section 6 to show clearly how you meet each criterion.
- If you need this form in another format, or any adjustments during the process, please contact the principal at jfuller051@c2ken.net .

1 PERSONAL DETAILS			
Title (optional)		**Previous surname(s)**	
Forename(s)		**Surname**	
Address			
Postcode		**Email address**	
Home telephone		**Mobile / daytime telephone**	

Do you have the right to work in the UK? (Proof will be needed before an offer of employment is confirmed.)	Yes / No
Do you hold a current driving licence?	Yes / No
Do you have access to a car or other suitable form of transport if necessary to meet the essential requirements of the post?	Yes / No

2 QUALIFICATIONS

Please list your qualifications, starting with the most recent. You will be asked to bring original certificates if invited to interview.

Subject	Level (e.g. GCSE, NVQ 2)	Examining body	Grade	Year obtained / expected

Membership of professional bodies (if any)

Name of professional body	Membership level	Date obtained

3 PRESENT OR MOST RECENT EMPLOYMENT

Employer name and address			
Job title		**Date started (mm/yy)**	
Date left (if applicable)		**Notice period**	

Main duties and responsibilities

4 PREVIOUS EMPLOYMENT

Please start with the most recent. Include voluntary work if relevant. Continue on a separate sheet if needed.

Employer name and address	Job title	From (mm/yy)	To (mm/yy)	Main duties	Reason for leaving

5 GAPS IN EMPLOYMENT

Please explain any gaps in employment that are not covered above (for example, caring responsibilities, travel or study).

6 HOW YOU MEET THE CRITERIA

Shortlisting is based on this section. For each criterion, give specific examples, including where, when and what you did. Please do not just write "yes". Desirable criteria may be used if there are many applicants.

Essential criteria

E1 5 GCSEs at grade C/4 or above, including English and Maths, or equivalent (please make sure these are listed in Section 2)

E2 At least 2 years' paid experience in an administrative or clerical role

E3 Experience of dealing directly with the public, customers or parents

E4 Experience of using Microsoft Word, Excel and Outlook

E5 Experience of handling money, payments or financial records

Desirable criteria

D1 Experience of working in a school or education office

D2 Experience of using SIMS /Bromcom or another school information system
D3 Experience of managing a school or online payment system
D4 Experience of updating a website or social media
D5 NVQ Level 2 or above in Business Administration, or equivalent (please list in Section 2)
Any other information you would like the panel to know in support of your application

7 CHILD PROTECTION

This post is regulated activity under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.

Is there any reason why you would not be suitable to work with children in a school setting? If yes, please give details.

8 REFERENCES

Please give two referees. One must be your current or most recent employer. Referees must not be related to you or involved in this recruitment. Please ask their permission first.

The Board of Governors will seek references from present/previous employers for posts involving "regulated activity"

	Referee 1	Referee 2
Name		
Job title		
Organisation		
Address		
Email		
Telephone		
Relationship to you		
May we contact this referee before interview?	Yes / No	Yes / No

9 DECLARATION

- The information in this application is true and complete to the best of my knowledge. I understand that giving false information, or leaving out relevant information, may lead to my application being rejected or, if appointed, to dismissal.
- I have not canvassed any member of the Board of Governors or the selection panel, and I understand that canvassing will disqualify me.
- I understand that this post is exempt from the Rehabilitation of Offenders (Northern Ireland) Order 1978 under the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, as amended. If I am offered the post, I agree to an Enhanced AccessNI check, including a check of the children's barred list. The Board of Governors follows the AccessNI Code of Practice (www.nidirect.gov.uk/accessni).
- I have read the school's applicant privacy notice, which explains how my information will be used.

Signature (a typed name is accepted for emailed forms): _____ Date: _____

How to return your form

Please email your completed form to jfuller051@c2ken.net

or post it to Acorn Integrated Primary School, 110 Victoria Road, Carrickfergus, BT38 7JL to arrive by 30th October at 5pm.

Please also complete the Equal Opportunities Monitoring Questionnaire and return it with your application. It is kept separately and is not seen by the selection panel.

Late applications will not be considered.

10 REASONABLE ADJUSTMENTS

This page will be removed from your application before shortlisting and will not be seen by the shortlisting panel.

The Board of Governors welcomes applications from disabled people and will make reasonable adjustments to support you through the recruitment process.

Under the Disability Discrimination Act 1995, a person is disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

If you need any adjustments for interview or selection activities, please tell us below. You do not have to share details of any condition, just what would help.