**Shimna Integrated College**

**Specialist School**

**The Lawnfield, King Street**

**Newcastle, Co Down**

**BT33 0HD**

[**info@shimna.newcastle.ni.sch.uk**](mailto:info@shimna.newcastle.ni.sch.uk)

[**www.shimnaintegratedcollege.org**](http://www.shimnaintegratedcollege.org)

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Shimna Integrated College invites applications for the following posts in our growing and successful school. Shimna is an Integrated, academically excellent, all-ability, student centred and parent-friendly school.

**Required As Soon As Possible:**

**1 Technology and design technician.**

This is a full-time permanent post. The person appointed will also be required to offer support in art and moving image arts. Remuneration for this post will be at the appropriate point on the NJC scale ie Point 1 - Point 4 ie £17,364 - £18,426 according to qualifications and experience

**2 Classroom Assistants**

There are a number of positions available. The duties of the posts involve supporting students who follow a full academic curriculum. Remuneration will be on the NJC Scale Point 5 - Point 6 ie £10.0126 - £10.2129 p.h.

**3** **Cleaners**

There are a number of positions available. Covid-19 protocols will apply. Remuneration will be on the NJC Scale Point 1 - Point 2 ie £9.2502 - £9.4351 p.h.

CVs are not acceptable and applications should be made on the form provided. Application packs and full details will be available from Wednesday 29 July 2020 on the college website at [www.shimnaintegratedcollege.org](http://www.shimnaintegratedcollege.org) or by emailing [rmckee800@shimna.newcastle.ni.sch.uk](mailto:rmckee800@shimna.newcastle.ni.sch.uk)

Shimna Integrated College is a grant-maintained integrated, all-ability, co-educational,11-18 college established in 1994.

**The closing date for receipt of completed applications is Wednesday 12 August 2020 at 12.00 noon.**

Interviews will be held as soon as possible thereafter.

The college is an Equal Opportunities Employer.

*Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007*

**SHIMNA INTEGRATED COLLEGE**

**JOB DESCRIPTION**

**CLEANING STAFF**

*There are a number posts both full and part time. The posts are initially for one year and will include at least some hours being worked during the school day and work will involve cleaning duties in specific areas of the college. The successful applicant will be given induction training. Covid-19 protocols will apply.*

Location: Shimna Integrated College

Job Purpose: To provide cleaning services in accordance with the direction of the team manager and the principal.

Responsible to: The team manager and the principal.

Main Duties: The main duties and responsibilities will be set out at induction.

Remuneration: Remuneration will be on the NJC Scale Point 1 - Point 2 ie £9.2502 - £9.4351 p.h.

Salary will be paid monthly on the 25th of each month.

Hours: To be decided

Probation: There will be a six month probation period.

Start Date: As soon as possible.

**Essential Criteria**

* Must be in good health
* Must be punctual and reliable
* Must be able to communicate clearly and to understand and follow instructions

**Desirable Criteria**

* Experience of undertaking general cleaning duties

**Qualities**

* Ability to work both alone and in a team to achieve specified standards
* Ability to work with minimum supervision
* Ability to manage time effectively to complete tasks to a high standard

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