



Graham House  
Knockbracken Healthcare Park  
Saintfield Road  
Belfast  
BT8 8BH

## **RECRUITMENT PACK**

**Every Chance to Learn Admin Assistant  
POST: (12 hours per week) 5 Year Project**

**SPECIAL EDUCATIONAL NEEDS ADVICE CENTRE (SENAC)  
Charity No: XR73658**

Dear Applicant,

Thank you for your interest in applying for this vacancy.

Contained in your pack are the following:

- Information about SENAC
- Information about the Every Chance to Learn Project
- Application Form
- Job Description
- Personnel Specification

Details on completing your application are included within the application form. Please return **signed** completed application forms either by post or delivered by hand. Email or faxed copies cannot be accepted.

CVs cannot be accepted.

Only applications completed on SENAC's own application form will be accepted

All information provided on your application will be treated in confidence and in line with relevant legislation and regulations and SENAC's Policies.

Equal Opportunities: As an employer of a small team of employees SENAC is not required under current legislation to include an equal opportunities monitoring form. However SENAC is committed to promoting equality of opportunity and maintains an equal opportunities policy and recruitment and selection policy that is solely based on the ability to meet the requirements of the post irrespective of race, ethnic or national origins, religion, disability, gender, marital or family status, sexuality, age or religious belief or political opinion.

SENAC is opposed to all forms of unlawful and unfair discrimination.

## **ABOUT SENAC**

The Special Educational Needs Advice Centre (SENAC) is a charitable organisation, designed to meet the educational needs of children and young people with special educational needs and disabilities throughout Northern Ireland.

SENAC has operated as a charity since 2003 and supports hundreds of children each year to access the appropriate education provision, support and interventions for their learning needs.

SENAC provides independent advice and advocacy on the current statutory framework applied by schools and the education authorities to identify, assess and make provision for children with SEN and disabilities.

Our services include a confidential advice line offering direct and immediate advice to parents/carers/professionals and a children's individual advocacy service. The advice service handles over 1500 contacts a year and is provided by SENAC's staff team and volunteer advisors.

SENAC is governed by a volunteer Board of Directors. The members of the Board have a diverse range of skills, background and experience including education, finance, human resources and business management and include parents of children with special educational needs who have used SENAC's services.

The Management Committee have responsibility for the overall governance and management of the organisation, its staff and activities and ensure the organisation meets its statutory obligations both as a charity and a limited company.

Website: [www.senac.co.uk](http://www.senac.co.uk)

SENAC is a registered charity: XR73658

SENAC is a limited company: NI48698

## **The Every Chance to Learn Project**

As part of the Big Lottery Fund's Empowering Young People programme SENAC will deliver the Every Chance to Learn Project over the next five years.

This project will address many of the educational challenges facing children and young people with learning difficulties and disabilities who are living within the care system or are at risk of disengaging from school.

The statutory framework used to assess and make provision for special educational needs can be complex and adversarial and often children can experience delays or receive inadequate support to appropriately address their learning difficulties.

The project will provide a SEN specialist advocate to engage with the children and young people, their foster parents, social workers and key workers to gain insight and information on the educational issues and concerns facing the child and interact with schools and the education authorities to focus on education solutions and interventions required to meet individual need. The advocate will assist the children and young people gain understanding and information about the options available to them within the education processes applied to meet their needs and enable their participation in the decisions and choices made about their education.

This is a new project for SENAC providing a dedicated service specifically for these children and young people.

The project team will need drive and energy and a commitment to the rights of children and young people with disabilities. The project will seek to ensure the children and young people have a say in education matters affecting them and that their best interests is the main driver in all actions and choices in relation to the education provision available.



**SPECIAL EDUCATIONAL NEEDS ADVICE CENTRE**

**Graham House, Knockbracken Healthcare Park,  
Saintfield Rd, Belfast, BT8 8BH.  
Tel: 028 9070 5654**

**APPLICATION FORM**

**Please complete this form in black ink or typescript.**

**Position applied for: Every Chance to Learn Admin Assistant**

**(5 year Project)**

**Location of post: SENAC's Office at address above**

**Working Hours per week: 12**

**Working Pattern: Some flexibility is available, hours can be worked over 2 or 3 days per week but working pattern can be discussed.**

**Salary £6854-£7652 (Salary will commence at £6854)**

**Completed signed application forms must arrive no later than 5pm on Friday  
21<sup>st</sup> June 2013**

***PLEASE NOTE: FAXED OR E-MAILED FORMS CANNOT BE ACCEPTED***

**If continuation sheets are used please ensure that you write your name on any sheet and provide a reference to the section of the form that the sheet relates to. Please attach any continuation sheet(s) securely to your form.**

**Interviews will be held in the last 2 weeks in July.**

**Post : Every Chance to Learn Admin Assistant**

**Closing Date: 21-06-13**

**PERSONAL PARTICULARS**

**Surname** \_\_\_\_\_ **Forenames** \_\_\_\_\_

**Home Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode** \_\_\_\_\_

**Home Telephone No.** \_\_\_\_\_

**Daytime Telephone No.** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Address for correspondence if different:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode** \_\_\_\_\_

**Please Note:**

Candidates should complete their application form fully but concisely. All qualifications should be clearly listed showing examination title, and the grade obtained

**Your application will be assessed for short-listing solely on the basis of information provided by you on the application form. Members of the selection panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/experience.**

**EDUCATION AND TRAINING**

**SECONDARY EDUCATION**

<b>Examining Body/ Qualification</b>	<b>Subject and level (e.g. GCSE)</b>	<b>Grade/ Result</b>

**FURTHER EDUCATION (FULL-TIME AND PART-TIME)**

<b>Qualification Awarded</b>	<b>Subjects/Units</b>	<b>Grade/ Result</b>

### **PROFESSIONAL QUALIFICATIONS**

<b>Title of Qualifications</b>	<b>Date Awarded</b>

### **OTHER TRAINING/COURSES**

**Please provide details of any other relevant course/training not identified above:-**

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**Please note: Should you be successful you may be required to produce official proof of any qualifications/training courses etc upon which you rely on to support your application and to provide evidence of the successful completion of any other training courses referred to.**

### **EMPLOYMENT HISTORY**

Please give details of all your work experience. Voluntary experience should also be listed here.

### **PRESENT EMPLOYMENT/VOLUNTARY POSITION**

<b>Name &amp; Address of Employer</b>	<b>Date of Starting</b>	<b>Position held and outline of duties</b>	<b>Salary/ Wages</b>	<b>Reason for leaving</b>

**Please state the amount of notice required by your present employer if applicable:**

**PREVIOUS EMPLOYMENT/VOLUNTARY**

Please give details of all previous employment/voluntary work undertaken by you. Start with the most recent position first.

<b>Name and Address of Employer</b>	<b>Employment Dates</b>	<b>Position held and outline of duties</b>	<b>Salary on leaving</b>	<b>Reason for leaving</b>



**KNOWLEDGE, EXPERIENCE AND SKILLS**

**This application form will be used by a selection panel to decide whether or not to shortlist you to the next stage of the recruitment process. You should note that the shortlisting will be carried out using the essential criteria set out in the personnel specification.**

Having read the personnel specification and job description **please DEMONSTRATE in this form that you meet the criteria.** Please provide details of the knowledge, experience and skills you have which are relevant to this post and will demonstrate that you can discharge the duties. You should provide specific details and examples to support your application as no assumptions will be made from posts you have held and the prior outline of duties that you have the necessary knowledge, experience and skills. Details of any relevant knowledge, experience and skills gained through voluntary activity may be included here.

***Remember your application will be shortlisted solely on the basis of the information provided by you on this application form and that you have fully demonstrated in the application that you meet the criteria for this post.***

**ESSENTIAL CRITERIA**

***Please demonstrate:***

**EXPERIENCE/KNOWLEDGE**

***Experience and knowledge of MS Office Packages (Word, Excel, and Outlook)and /or operating a client database***

**APTITUDE**

*Excellent communication skills.*

**APTITUDE**

*Excellent organizational skills and/or administrative skills*

***DISPOSITION***

*Recognizes the importance of confidentiality and discretion.*

**Have you ever been convicted of a criminal offence**

**YES/ NO**

If so please give full details. You need not include motoring convictions unless your driving licence has a current endorsement as a result and you need not include convictions which are 'spent' under the Rehabilitation of Offenders (NI) Order 1978

**ARRANGEMENTS FOR INTERVIEW**

Disability is defined as:

*'Any physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities and which has lasted or is likely to last more than 12 months'*

Having read this definition, do you consider yourself to have a disability? **YES/NO**

If yes, please advise if you will require any access arrangements if selected for interview:

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**REFEREES**

**Please give the names, addresses and occupations of two referees. The referees must not be related to you. One should be your present or most recent employer. Both referees should be able to comment on your ability to carry out the particular tasks of the job.**

References will not be sought prior to interview.

1. Name _____	2. Name _____
Address _____	Address _____
_____	_____
_____	_____
Occupation _____	Occupation _____
Email: _____	Email: _____
_____	


The information provided on this application form will be used in the recruitment process and it may form the basis of some personnel records for the successful applicant. Records of the selection process will be kept for a period of time after the recruitment process is completed. By signing this form, you have given permission for this personal information to be stored and processed for the purpose of arriving at a selection decision.

**DECLARATION AND SIGNATURE**

I certify that the information I have provided is true and accurate to the best of my knowledge and I understand that any false or misleading statements or the withholding of any relevant information may render this application null and void, may provide grounds for the withdrawal of any offer of appointment or if appointed, may lead to disciplinary action and could result in dismissal.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME IN CAPITAL LETTERS** \_\_\_\_\_

	<b>Special Educational Needs Advice Centre</b> <b>Job Description</b> <b>Admin Assistant</b>
<b>Title</b>	Admin Assistant
<b>Location</b>	Graham House, Knockbracken Healthcare Park, Saintfield Rd, Belfast, BT8 8BH
<b>Hours</b>	12hrs per week (5 Year project)
<b>Salary</b>	£6854-£7652 per annum
<b>Reporting to</b>	Education and Policy Officer
<b>Main Function of Job</b>	To carry out a range of admin tasks and maintain all records, data and files generated from the 'Every Chance to Learn' Project.
<b>Key Tasks and Duties</b>	<ul style="list-style-type: none"> <li>• To carry out a range of admin tasks as directed including filing, managing correspondence, maintaining case records and documents and inputting data on SENAC's database and diary management of the project staff.</li> <li>• To maintain an effective filing system for the storage, identification and retrieval of files.</li> <li>• To provide admin support to the Education and Policy Officer and the ELC Project Worker as required.</li> <li>• To assist in the development and evaluation of the project.</li> <li>• Writing and dispatching correspondence as directed</li> <li>• To assist in the preparation of informational/promotional materials linked to the project including information/text for website.</li> <li>• To provide admin support for any activities/events linked with the project including organizing, recording and evaluation of these activities.</li> <li>• Answering general queries by telephone</li> <li>• Scanning/photocopying/printing documents as required.</li> <li>• Maintaining a stationery and project resource supplies inventory by checking stock, anticipating needs for supplies; placing and expediting orders and verifying receipts in line with SENAC's procedures.</li> <li>• To maintain the confidentiality of SENAC records in accordance with procedure and policy.</li> <li>• To attend staff and committee meetings as required.</li> </ul>

## PERSONNEL SPECIFICATION

Applicants must clearly demonstrate in their application form how they meet all of the following criteria

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE English or equivalent</li></ul>	
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"><li>• Experience and knowledge of MS Office Packages (Word, Excel, and Outlook) and /or operating a client database</li></ul>	
<b>Aptitudes</b>	<ul style="list-style-type: none"><li>• Excellent communication skills.</li><li>• Excellent organisational skills and/or administrative skills</li></ul>	
<b>Disposition</b>	<ul style="list-style-type: none"><li>• Recognises the importance of confidentiality and discretion.</li></ul>	