

**ST MALACHY’S COLLEGE**

The Board of Governors of the College invites applications for the following posts:

**ICT MANAGER**

The purpose of this role is to lead the management, development and maintenance of the ICT infrastructure in St Malachy’s College. The post holder will be a key member of the ICT Strategy Group, directing the group on how ICT resources can be maximised and enhanced in order to improve all aspects of teaching and learning. He/she will assist in the leadership, development and implementation of an ICT strategy in St. Malachy's College. The post holder will manage all aspects of the College ICT network, ensuring that students and staff maximise the facilities available. He/she will also lead regarding the use and development of high quality and secure wireless technology and also play an important role in staff and pupil development.

**Essential Criteria:**

1. A Degree/HND/HNC or equivalent in computing or a relevant area.
2. 5 GCSE/O Levels Grades A to C including English Language and Mathematics.
3. Have at least two years’ experience working in an ICT role, at least one of which should involve managing/supporting ICT networks.
4. A good working knowledge of Microsoft Office, Office 365, OSX, and iOS.
5. Good communication skills and the ability to work with both staff and pupils.

**Desirable Criteria:**

1. A demonstrable working knowledge of C2K Systems and iOS devices.
2. Experience in using an MDM platform.
3. Experience of deployment of iOS devices.
4. An understanding of the current ICT curriculum.
5. Competence and experience in the creative use of ICT.

Salary: NJC Scale points 22 to 25, currently £27,514 to £30,095 per annum.

**Technology Technician (Term Time)**

Permanent, term time post to ensure that whole school requirements are met in regard to support for Technology and Design.

**Essential Criteria:** A minimum of 5 GCSEs or equivalent passes including English and Mathematics, and either knowledge of electronics or machine maintenance or have experience in IT.

**Desirable Criteria:** A-Level TD, or Certification in use of Technology workshop machinery, or City & Guilds 6131, or one-year T&D experience, or woodwork skills, or metalwork skills, or CADCAM experience.

Working Hours: 8.30am to 4.30pm, Monday to Friday, term time.

Salary: NJC scale point 5 to 6, £16,978 to £17,318 per annum.

**Catering Manager (Term-Time)**

To be responsible for the efficient and effective delivery of the catering service within the College.

**Essential Criteria:** City and Guilds 706/2, NVQ Level 2 Catering or equivalent and Basic Food Hygiene Certification or equivalent. A minimum of 1-year experience in large scale catering as an assistant cook or equivalent.

**Desirable Criteria:** Intermediate Hygiene Certificate. Bakery qualification

**Hours & Pay Rates:** 33.75 hours per week, term-time. PayScale 3 Spinal Points 5-6 £10.468 to £10.6774 per hour, Summer retainer paid. (Pay equates to salary range £17,735 to £18,090 per annum).

**Dining Room/General Kitchen Assistant (Term Time – Temporary from Sept ’22 to May ’23)**

To actively participate in the daily operation of the School Meals Kitchen, under the direction of the Catering Manager. Twenty hours per week (10am to 2pm, Monday to Friday), term time from September 2022 to May 2023. Currently £9.7764 per hour.

Preference may be given to holders of a Basic Food Hygiene or general catering qualification or at least six months’ experience in food service outlets

*Criteria may be enhanced on all posts for short-listing purposes. Further information and application forms are available directly at the College’s reception, to download from the College website at* **http://www.stmalachyscollege.com** *or by post from The Monitoring Officer, 36 Antrim Road, Belfast BT15 2AE. Closing date for receipt of applications is* ***Monday 22nd August 2022 at 3.00pm***

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