

**REPROGRAPHICS ASSISTANT (PART TIME)**

**APPLICATION PACK**

Thank you for your interest in working at The Royal Belfast Academical Institution (RBAI).

This application pack contains the information required to help you complete your application. Please read all of the contents thoroughly so that you are fully aware of the requirements of the post. Further information about the School can be found on our website: [www.rbai.org.uk](http://www.rbai.org.uk)

**THE SCHOOL**

RBAI has over 1,000 pupils in its Secondary Department and approximately 150 pupils in the Preparatory Department. About 175 new pupils enter the School every year from a diversity of backgrounds. The School encourages excellence and participation in both academic and extra-curricular activities and ensures that every boy is supported pastorally so that he can fulfil his potential.

**THE POSITION**

The Board of Governors is seeking to appoint a Reprographics Assistant to work as part of the team within the School providing assistance to administer the general school photocopying. The position is part time approximately 20 hours per week, however the working hours are negotiable. This post is 39 weeks per year. It is term time plus 40 additional hours. The dates of the additional days are flexible and can be agreed in advance with the line manager.

**SALARY**

The salary is £26,332 per annum pro rata (£12,409 including holiday pay).

**APPLICATION**

Please complete the attached Application Form and Monitoring Form ensuring you have supplied evidence of your qualifications, experience and skills relating to the criteria for the post. Please return completed forms by **12 noon on Friday 19 September 2025** to:

[**Info@rbai.belfast.ni.sch.uk**](mailto:Info@rbai.belfast.ni.sch.uk)

mARKED pRIVATE AND cONFIDENTIAL FOR THE ATTENTION OF THE BURSAR

OR POST TO:

**the BURSAR**

**r.b.a.i.**

**college square east**

**belfast**

**bt1 6dl**

**PRE EMPLOYMENT VETTING**

RBAI places paramount importance on the safeguarding and wellbeing of our pupils. Consequently, we undertake pre-employment vetting of all applicants who are successful in being selected for a position at the school. This vetting includes, but is not restricted, to an Enhanced Disclosure Check with AccessNI including a barred list check for certain posts, taking up of references and examination of past employment record.

Posts involving work in the School are subject to the provisions of the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012). The successful applicant will require an Enhanced Disclosure Check and possibly a barred list check depending on the role. Further details regarding this check will be issued as part of the pre-employment vetting process

Please note that a criminal record will not necessarily be a bar to an applicant obtaining a position and any Disclosure Information will not be used unfairly. Guidance on the recruitment of ex-offenders is available at: <https://www.executiveoffice-ni.gov.uk/publications/employers-guidance-recruiting-people-conflict-related-convictions>.

It is an offence for anyone to who is barred from working with children and vulnerable adults to apply for a role in Regulated Activity within the school. Further information may be obtained from AccessNI at: <https://www.justice-ni.gov.uk/articles/disclosure-and-barring>



**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**JOB DESCRIPTION**

**Title:** Reprographics Assistant

**Department:** Administration

**Responsible to:** Bursar through the Principal’s Personal Assistant and Administrative Team Leader

**Role:** To administer the general School photocopying and support School administrative processes.

**Main Duties & Responsibilities**

* Prioritise and administer, in a timely manner, the photocopying and collation of material as required by Staff to deliver the Curriculum and other School activities.
* To diagnose malfunctions regarding the reprographics equipment and to undertake such basic remedial action as could reasonably be expected of the post-holder, otherwise to arrange prompt repair.
* Produce detention letters from SIMS and post to parents; update and produce weekly detention register and distribute to relevant staff.
* Order copier paper as required ensuring efficiency in value and stock levels.
* Administer centralised copier paper for use by staff, keeping a record of paper used by each department.
* Ensure reprographics equipment is maintained in good working order.

**Other Duties**

* Carry out administrative and clerical duties as directed by the Bursar.
* Support the teaching Staff in providing a safe learning environment.

**General Conditions**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after agreement with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

**PERSONNEL SPECIFICATION**

**Eligibility 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.

Qualifications/ Experience

* + Hold GCSEs in Maths and English (minimum grade C), or equivalent.

**Essential Criteria**

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

Skills and Abilities

* + Ability to work independently and as part of a team.
  + Excellent organisational skills with attention to detail and accurate record keeping.
  + Ability to manage time proficiently.

**Desirable Criteria (used for shortlisting only in the event of a large number of applicants)**

Experience

* Previous experience of operating large scale computerised photocopiers
* A minimum of six months’ experience, in the last five years, of working in an office environment
  + Recent experience (in the last five years) of working in a school environment.

Skills and Abilities

* + Proficiency in using Microsoft Office, including Word, Excel and Outlook.
  + Operation of a telephone system with multiple extensions – able to answer, forward and retrieve calls.

**REF NO**:



**THE ROYAL BELFAST ACADEMICAL INSTITUTION**

**APPLICATION FOR EMPLOYMENT**

APPLICANT’S NAME: ………………………………………………………………….

POSITION APPLIED FOR: REPROGRAPHICS ASSISTANT (PART TIME)

PLEASE COMPLETE THE APPLICATION

AND RETURN BY **12 noon on Friday 19 September 2025** TO:

[**Info@rbai.belfast.ni.sch.uk**](mailto:Info@rbai.belfast.ni.sch.uk)

mARKED pRIVATE AND cONFIDENTIAL FOR THE ATTENTION OF THE BURSAR

OR POST TO:

**the BURSAR**

**r.b.a.i.**

**college square east**

**belfast**

**bt1 6dl**

**PERSONAL INFORMATION**

SURNAME: ……………………………… FORENAME(S): …………………………

Mr / Mrs / Miss / Ms / Dr / Other

ADDRESS: …………………………………………………………………………………………………

…………………………………………………………………………………………………

POSTCODE: ……………………………………….

TEL. HOME: ………………………………

MOBILE:………………………………………...

CONTACT EMAIL: …………………………………………………………………

**EDUCATION/QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| GCSE/AS/  A’ LEVEL(S) | SUBJECT(S) | GRADE |
|  |  |  |

Continue on separate sheet if necessary

|  |  |  |
| --- | --- | --- |
| TECHNICAL CERTIFICATE | LEVEL | DATE |
|  |  |  |

**TRAINING**

Please include any relevant training activities undertaken including short courses or in-house training by your employer.

|  |  |  |
| --- | --- | --- |
| NAME OF INSTITUTION | TITLE AND NATURE OF COURSE | DATES |
|  |  |  |

Continue on separate sheet if necessary

**EMPLOYMENT RECORD**

**CURRENT EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: NOTICE REQUIRED:

BASIC SALARY:

DUTIES:

**PREVIOUS EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: DATE LEFT:

DUTIES:

**PREVIOUS EMPLOYMENT**

EMPLOYER’S NAME AND ADDRESS:

JOB TITLE:

DATE COMMENCED: DATE LEFT:

DUTIES:

Continue on separate sheet if necessary

**FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please include here information on how you consider your skills, knowledge and experience are relevant to this post and meet the criteria for the post set out in the Personnel specification.

You may wish to include experience gained at work or in a voluntary capacity or any other interests you feel relevant to your application.

**REFERENCES**

Please give the name of two referees, at least one of whom should be able to comment on your work, preferably your current or most recent employer.

|  |  |
| --- | --- |
| NAME |  |
| POSITION |  |
| ORGANISATION |  |
| ADDRESS |  |
| TELEPHONE NO: |  |
| CONTACT EMAIL |  |
|  |  |
|  |  |
|  |  |
| NAME |  |
| POSITION |  |
| ORGANISATION |  |
| ADDRESS |  |
| TELEPHONE NO: |  |
| CONTACT EMAIL |  |

**DECLARATION BY APPLICANT**

(a) I have read the information and all the questions on this form have been accurately answered to the best of my knowledge.

(b) I am not suffering from any medical condition which would prevent me carrying out the duties of this post in a satisfactory manner.

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date for return of application:**

**12 noon on Friday 19 September 2025**

All information given by you on this form is held by the School in accordance with Data Protection legislation. The information is used for the selection and appointment to the post you have applied for. Information relating to the successful applicant will be transferred to their School personnel file. Information for all unsuccessful applicants will be held for six months after completion of the selection process and then securely destroyed.

Our privacy notice detailing how we collect, use and store data may be found at [www.rbai.org.uk](http://www.rbai.org.uk).

STATEMENT OF COMMUNITY BACKGROUND

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MONITORING QUESTIONNAIRE *Private & Confidential***  We are an Equal Opportunities Employer. We do not discriminate on grounds of  religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.  To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our applicants and employees, as required by the Fair Employment and Treatment (NI) Order 1998.  Regardless of whether we practice religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.  **My background is that of the Protestant community**   |  | | --- | |  |   **My background is that of the Roman Catholic community**   |  | | --- | |  |     **I am a member of neither the Protestant nor**  **Roman Catholic community background**   |  | | --- | |  |       **Please indicate whether you are: Female**   |  | | --- | |  |   **Male**   |  | | --- | |  |     If you do not complete this questionnaire, we are encouraged to use the “residuary” method, which means that we can make a determination on the basis of personal information on file/application form.  Note: It is a criminal offence under the legislation for a person to *“give false information in connection with the preparation of the monitoring return”*. This information will be treated in the strictest of confidence and protected from misuse. It will be used *solely* for the purpose of monitoring our equal opportunity employment policy. |