

**Education Assistant with Reception Duties**

**Applicants must complete** **both the application form and monitoring form for application to be eligible to progress to shortlisting.**

**Monitoring Forms will be kept separately in strictest confidence.**

Applications must be returned to:

Human Resources

Armagh Observatory and Planetarium

College Hill

Armagh

BT61 9DB

Email: hr@armagh.ac.uk

**Closing date for applications is Friday 31st January 2025. Late applications will not be accepted.**



Application Reference: 

**SECTION 1: PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Surname: | First Name(s): |
| Address:Postcode: |
| Email: | Contact telephone Number: |
| National Insurance Number: | Date of Birth: |

**REFERENCES: Please provide the names and contact details of 2 referees (these will only be contacted following interview stage)**

|  |  |
| --- | --- |
| **Reference 1** |  |
| **Reference 2** |  |

Personal information will be removed from applications for the purposes of sifting/shortlisting

**Application Reference:** 

Only the information provided in Sections 2 and 3 will be provided to the selection panel to determine your suitability to progress to the next stage.

**SECTION 2: EMPLOYMENT HISTORY**

Start with the present/most recent employer

|  |  |  |
| --- | --- | --- |
| **Dates****Month/year** | **Name and Address of Employer** | **Job Title** |
| From |  |  |
| To |
| From |  |  |
| To |
| From |  |  |
| To |
| From |  |  |
| To |
| From |  |  |
| To |

**SECTION 3: ESSENTIAL AND DESIRABLE CRITERIA**

**Please provide details below of the subject, grade, year of award and awarding body**

**Essential Criteria**

|  |
| --- |
| **1** **• At least 5 GCSEs or equivalent including English Language and Maths** |
|  |
| **2. One year’s full time equivalent and demonstrable experience in a similar or comparable role within a visitor centre or education setting, or public facing setting.** |
|  |

**Desirable Criteria**

Applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to the next stage of selection the following criteria will be used.

|  |
| --- |
| 1. **Demonstrate experience of having developed and delivered presentations to groups.**

Please demonstrate how you meet the above eligibility criterion by way of examples and dates in the space below. You must provide sufficient details to demonstrate to the panel how well you meet this criterion. |
|  |

|  |
| --- |
| **2. One year’s full time equivalent and demonstrable relevant experience in at least 3 of the following:*** **Leading and supervising workshops**
* **Leading and supervising groups**
* **Customer service experience**
* **Researching and writing articles (e.g. blogs, magazines, websites)**
* **Cash handling**
* **Experience of building and maintaining key working relationships with a wide range of stakeholders both internally and externally**

Please demonstrate how you meet the above eligibility criterion by way of examples and dates in the space below. You must provide sufficient details to demonstrate to the panel how well you meet this criterion. |
|  |

|  |
| --- |
| **3. Demonstrable experience in the use of Microsoft Office (or similar) packages to include Word, Excel, Outlook and PowerPoint.**Please demonstrate how you meet the above eligibility criterion by way of examples and dates in the space below. You must provide sufficient details to demonstrate to the panel how well you meet this criterion. |
|  |

**SECTION 4: FURTHER INFORMATION**

**Test / Interview / Offer of appointment adjustment requirements**

As an Equal Opportunity Employer we wish to ensure that all applicants have the opportunity to perform to the best of their ability in either a test or interview situation. We also wish to be able to consider any reasonable adjustments you may require should you be offered an appointment.

Please familiarise yourself with the assessment process for this competition as outlined in the Candidate Information Booklet. If you require any form of reasonable adjustment to complete any assessments outlined, please note this in the box below. You must provide full details of the adjustment required and provide appropriate evidence to support your request as outlined in the Candidate information booklet. We will only advise the selection panel of adjustments they NEED to know about in managing interviews.

|  |
| --- |
|  |

**Other Information**

If appointed, how much notice would you require before taking up appointment?

|  |  |
| --- | --- |
| Available Immediately |  |
| 1 Week |  |
| 2 Weeks |  |
| 1 Month |  |
| Other (please specify) |  |

**SECTION 5: DECLARATION**

1. I have read and understood the information provided in connection with the post of Education Assistant.
2. I undertake to inform Armagh Observatory and Planetarium in writing of any changes in my circumstances which may occur between the date of my application and any possible date of appointment.
3. The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, will face disciplinary action which may include dismissal.
4. I agree that Armagh Observatory and Planetarium may process my personal information in accordance with their policies and privacy statements.

**Please initial the box as confirmation of signature Dated:**