

**Council for
Integrated
Education**



Learning Together
for a Shared Society

Appointment of a Personal Assistant (Permanent)

Candidate Briefing Pack

October 2025

Closing Date: 4th November 2025 no later than 12 noon

Introduction:

This is an exciting opportunity to join our dynamic and forward-thinking organisation. You will be involved in many innovative projects supporting the growth, support, and promotion of Integrated Education. The new Integrated Education Act (NI) 2022 will require multi-faceted collaboration with key stakeholders. You will be a key member of the team supporting the further development of Integrated Education. NICIE support Integrated schools and those schools Transforming to Integrated status to help children and young people learn together for a shared society.

September 2021 marked 40 years since the first Integrated school, Lagan College, opened its doors to 28 pupils in temporary accommodation.

Every Integrated school has either been started by parents or Transformed through parental ballot. It is a story of civic courage from parents, teachers, governors, children, and young people, in the face of ongoing societal division. It is a story about hope and that by intentionally bringing people together, we could not only deliver a quality education but contribute to building peace and reconciliation. We believe this is a story worth sharing.

INTEGRATED EDUCATION

"Integrated Education" means the education together, in an Integrated school, of those of different cultures and religious beliefs and of none, including reasonable numbers of both Protestant and Roman Catholic children or young persons; those who are experiencing socio-economic deprivation and those who are not; and those of different abilities.

An Integrated school is a school which intentionally supports, protects, and advances an ethos of diversity, respect and understanding between those of different cultures and religious beliefs and of none, between those of different socio-economic backgrounds and between those of different abilities, and has acquired Grant-Maintained Integrated status, or Controlled Integrated status under the Education Reform (Northern Ireland) Order 1989.

Integrated Education is underpinned by the agreed principles of equality, social responsibility, faith and values and parental involvement. The ethos of Integrated schools is child centred, based on parental involvement, and focused on building peace and reconciliation. Further information on the Integrated Education Act (NI) and Statement of Principles is available on our website www.nicie.org

ABOUT THE COUNCIL FOR INTEGRATED EDUCATION

The Northern Ireland Council for Integrated Education (NICIE) was formed in 1987. As a Non-Departmental Public Body organisation, its role is to help parents to establish Integrated schools in their local area and to act as a support body for the growing number of new and Transforming schools. Since 1989 NICIE has been funded by the Department of Education to assist with their statutory duty to '...encourage, facilitate and since the new Integrated Education (NI) Act 2022 to also support the development of Integrated Education.' As well as supporting all

Integrated schools, NICIE supports existing schools that decide to become Integrated through the process of Transformation as well as supporting new Integrated school development.

Over the years the political, economic, and demographic landscape has shifted in Northern Ireland, bringing fresh challenges and NICIE's role has developed alongside this. Whilst a demographic downturn has inhibited the development of new schools, Integrated Education has continued to grow. Recently there has been a surge in existing schools Transforming to Integrated status. NICIE's focus is now on actively promoting the importance of Integrated Education in a divided society; expanding the numbers of Integrated places available to meet the continuing demand from parents and ensuring that there is the choice of an Integrated Education for every parent who desires that for their child. NICIE represents the interests of Integrated Education on various advisory committees, including Area Planning.

From 1 September 2025 there will be 76 Integrated schools in Northern Ireland enrolling around 28,699 pupils. This includes 38 Grant-Maintained Integrated schools and 38 Controlled Integrated schools, most of which became Integrated through the process of Transformation. NICIE continues to support these schools to deliver an Integrated model of education with a particular focus on ethos development.

OUR VISION

A society where children are educated together, confident to express their own identity and culture; and respectful of, and prepared to engage with, the identity and culture of others.

OUR MISSION

To promote reconciliation in Northern Ireland through Integrated Education.

In June 2025 the Department of Education published Vision 2030 - A Strategy for Integrated Education. This strategy covers the period 2025 to 2030. The outcomes and actions within the strategy aim to set out targets and benchmarks for the development of Integrated Education and to reflect changes to the law on Integrated Education made within the Integrated Education Act (Northern Ireland) 2022.

JOB DESCRIPTION

Job title:	Personal Assistant
Post Status:	Permanent
Hours:	Full-time (35 hours per week)
Reports to:	Office Manager
Location:	Belfast (Hybrid scheme in operation) but must be available in office
Salary:	Salary Scale NJC April 2025 SCP 16 £30,518 to SCP 19 £32,061 per annum (April 2025)
Benefits:	Option to join NILGOSC Pension (Employers Contribution currently 19% 2025-26) Benenden Health Benefits Scheme
Commencement date:	December 2025 if available

Holiday Entitlement: 22 rising to 25 days annual leave over 3 years' service, plus statutory days. The leave year commences on 1st January, and new employees will be entitled to annual leave relative to the completed months of service.

Purpose of the role

The purpose of this role is to provide comprehensive Personal Assistant and Administrative support to the CEO, the Board of Directors and senior management while ensuring the smooth and efficient operation of the office. The Personal Assistant with the Office Manager will act as a key point of contact, managing schedules, communications, and office logistics. This role requires a proactive, highly organised individual. They will be capable of handling confidential information with discretion, coordinating office activities, and supporting day-to-day business operations to enhance productivity and effectiveness across the organisation.

Key Responsibilities:

1.0 PA & Administrative Support

- 1.1. Provide Support to other Office administration, Finance Officer and Office Manager.
- 1.2. Provide administrative support to the CEO, Board Chair, and Committees.
- 1.3. Provide high-level administrative support to the CEO, senior management, including diary management and meeting coordination.
- 1.4. Manage incoming communications, including emails, calls, and correspondence, ensuring timely responses and follow-ups.
- 1.5. Maintain confidentiality and handle sensitive information with discretion.
- 1.6. Minute Taking.

2.0 Office & Records Management

- 2.1. Maintain office systems including filing, data management, document control and contact lists.
- 2.2. Support with stationery requests and procurement.
- 2.3. Support with maintaining and updating websites and social media accounts.

- 2.4. Ensure records are stored and disposed of in line with GDPR and internal policies.
- 2.5. Support recruitment administration, manage and maintain applications and contracts for external associates and HR files.

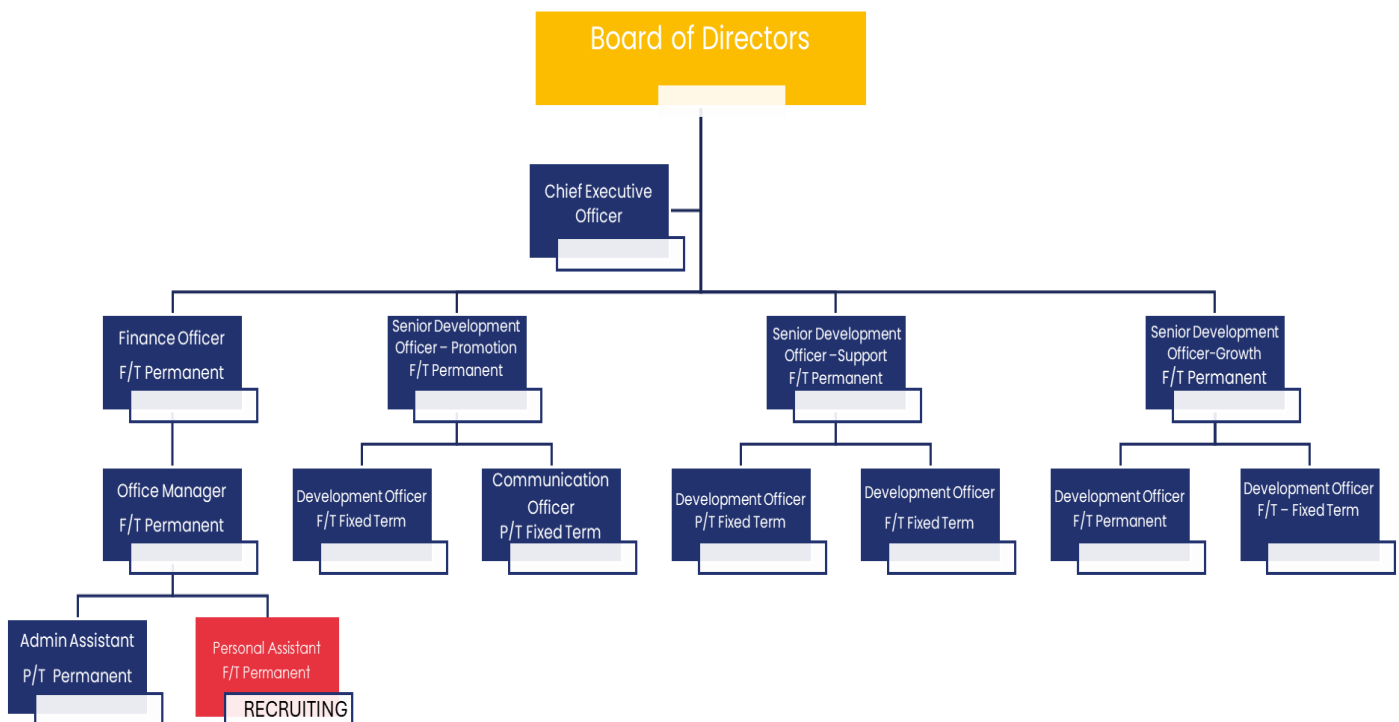
3.0 Meetings, Events & Governance

- 3.1. Organise and support meetings, conferences, and seminars including procurement and room bookings
- 3.2. Prepare and distribute documentation for Board and Committee meetings and all NICIE related support groups
- 3.3. Coordinate the Annual General Meeting and other key organisational events.
- 3.4. Stakeholder & Team Collaboration
- 3.5. Liaise with schools, principals, and external stakeholders.
- 3.6. Contribute to project work and organisational initiatives.

Position in organisation

The post represents an essential element of the NICIE Administrative and Support team. It is line managed by the Office Manager, but the individual will also work under the direction of the CEO, Senior Management Team, and Board of Directors.

Current Organisational Chart



Person Specification

FACTORS	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications and Training	1. A minimum of 3 years' experience in a Personal Assistant (PA) role (where you have attained a third-level qualification (HNC or above) in support of a manager at a senior level or Have 5 years' experience and a minimum of 5 GCSEs (Grades A–C), including English and Math's in a Personal Assistant Role in support of a manager at a senior level	Application
Experience	2. Experience of supporting a team or department effectively 3. Experience you had to manage multiple tasks with competing deadlines, how did you prioritise your work 4. Experience of diary management 5. Experience and competence with IT applications including Microsoft 365 (Office), particularly Word, Excel, Outlook, and PowerPoint applications 6. Experience of handling sensitive information including adherence to GDPR guidance	Application/ Interview
Key Skills	Excellent verbal communication skills.	Interview
Other	Evidence of how your experience and approach to work reflect NICIE's ethos and values. You will find information about our Values on our website	Interview
	DESIRABLE	

Experience and Key Skills	7. Experience in event management. 8. Experience supporting recruitment	Application/ Interview
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NB Due to business need the successful candidate will be required to work ad hoc evenings and weekends on occasion.

SELECTION PROCESS

Completion of the application form is essential, as CVs will not be accepted. Please ensure you return the application as per the instructions in the Application Form. It is important in completing the application form that candidates align their experience to the role they are applying for and can demonstrate that they fulfil the criteria set, giving specific situations, actions, results, and dates.

In the event of an excessive number of applicants, we reserve the right to enhance the criteria.

Full details will be provided to all candidates in a letter of invitation to the interview. All correspondence will be via email.

You must complete the application in either transcript (Size 12) or legible handwriting using black ink.

Interviews will be held on Tuesday 18th November 2025. The interview process will consist of a structured interview.

EQUAL OPPORTUNITIES

NICIE is an Equal Opportunities Employer and welcomes applications from all sections of the community.

CONTRACT OF EMPLOYMENT

A contract of employment containing full Terms and Conditions will be issued to the appointed candidate.

All appointments are subject to the completion of pre-appointment checks, which include two satisfactory references, and an Enhanced Disclosure check. Prior to starting duties, appointed candidates must supply proof of eligibility to work in the UK. The role will be subject to a probationary period.

JOB APPLICATION PRIVACY NOTICE

This statement informs you of our policies regarding the collection, use and disclosure of personal information we receive from applicants in connection with employment with NICIE.

We use your personal information only for the purposes of your application and future employment. By completing this form, you agree to the collection and use of information in accordance with this policy.

INFORMATION COLLECTION AND USE

During the application process, we will ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but not be limited to, your name, address, contact details, financial information, and personal documents ("Personal Information").

Security

The security of your Personal Information is important to us but remember that no method of transmission over the internet, or method of electronic storage is 100% secure. Whilst we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

Changes to this Privacy Policy

NICIE may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on the NICIE website.

Frequently asked questions

Will any of my data be given to third parties?

We do not sell your personal data to third parties, nor will we provide your personal data to third parties, unless obligated by law. For instance, in case of a lawful request by law enforcement authorities.

Will my company data be secure?

We value your privacy. As a company, we have taken organisational and technical measures to protect your data from theft, loss or any kind of use that is not in line with the purposes for which the data was collected.

Contact Us

If you have any questions about this Privacy Policy, please contact us on admin@nicie.org.uk

Completed Applications

Application packs with full job description and personnel specification can be obtained via the NICIE Website [NI Council for Integrated Education – NI Council for Integrated Education](#) Application packs should be returned to Heads Together via email to recruit@headstogether.com