

45 Finaghy Road North  
Belfast  
BT10 0JB  
T: 028 9038 1988  
E: info@malonecollege.org.uk



**Our Ref: KM/LMc/Classroom Assistant**

September 2024

Dear Sir/Madam

**CLASSROOM ASSISTANT (SEN/GENERAL ASSISTANT)**

Thank you for your interest in the above post. Applications must be returned by 12 noon on Friday 4 October 2024. Late applications will not be considered. In completing your application form, you must ensure that each section is fully completed. (Curriculum Vitae are not acceptable).

While it is not compulsory for you to return the Fair Employment Commission Monitoring Questionnaire, we would encourage you to do so. Malone College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and Access NI.

Please note that travelling expenses to interviews are the candidate's own responsibility.

Yours faithfully

A handwritten signature in black ink that reads 'Lisa McDermott'. The signature is written in a cursive style.

**Lisa McDermott**  
**Head of School Support**

Encs Application Form  
FEC Monitoring Questionnaire  
Job Description  
Personnel Specification