

Galway and Roscommon Education and Training Board (GRETb) provides educational services within the Galway and Roscommon area. We offer an extensive range of educational and training services across our 21 schools and 40 Further Education and Training Centres. We provide services to over 27,000 learners and have a budget of approximately €150 million.

Job Title	Permanent Clerical Officer, Grade III, School Secretary, Merlin College
Contract Type	Permanent
Salary	<p>Salary Scale: <i>New Entrant:</i> €30,811 - €47,946 (including Long Service Increment) <i>Non New Entrant:</i> €32,969 - €47,946 (including Long Service Increment)</p> <p>IMPORTANT NOTICE RE: SALARY: As per DES guidelines, new appointees who are entering this grade for the first time will start at the minimum point of the scale. Incremental credit may only apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. Starting Salary is not subject to negotiation</p>
Location of Post	The successful applicant will be assigned to Merlin College, Doughiska Road, Galway City.
Hours of Work	35 hours per week. Hours may be adjusted from time to time under relevant Public Sector Agreements.
Annual Leave	22 days per annum
Essential Requirements	<ul style="list-style-type: none"> • Have the requisite knowledge, skills and competencies to carry out the role; • Be capable and competent of fulfilling the role to a high standard; • have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise; • be at least 17 years of age on or before the date of advertisement of the recruitment competition
Desirable Requirements	<ul style="list-style-type: none"> • Have excellent administrative and IT Skills; • Be self-motivating, flexible and results focused; • Ability to prioritise and manage work in a dynamic and pressurised environment; • Excellent judgement, problem-solving, analytical and decision-making skills;

	<ul style="list-style-type: none"> • Proven record as a team-player with a flexible approach; • Demonstrated experience of building and maintaining relationships; • Excellent organisational, communication, and interpersonal skills; • Have an understanding of the main features and current challenges of public service and regulatory reform; • Inniúlacht le dualgais an phoist a chomhlíonadh go héifeachtach trí mheán na Gaeilge/Capacity to discharge the duties of the post through the medium of Irish.
Duties & Responsibilities	<p>The particular duties and responsibilities attached to the post may vary from time to time, without changing the general character of the duties or level of responsibilities entailed. The post holder may therefore be required to perform duties appropriate to the post, other than those detailed below and take instruction from and report to, an appropriate Officer or such designated Officer as may be assigned from time to time by GRETB.</p>
Key Duties/Areas of Responsibility	<p>The school secretary will work constructively as part of a team and be able to work on own initiative when required. The successful applicant will engage positively with all members of our school community.</p> <p>Duties: The main duties associated with the role (in addition to other duties that may be assigned from time to time by the principal)</p> <ul style="list-style-type: none"> • Support the principal and teaching staff; • Front office greeting and management of all queries of parents, staff, children and all visitors to the school; • Deal with other bodies e.g. DES, SEC, TUSLA, EWO, HSE; • Managing the telephone, office email and PA system, distribution of messages; • Opening and distributing post and attend to all deliveries; • Manage school filing system; • Input data and update Vsware – school administration system; • Prepare various correspondence documents – emails, letters etc. ; • Financial matters – Accounts work including cash handling, invoices, receipts, banking; • Photocopying/laminating/binding/printing; • Purchasing procedures, working knowledge of the procurement framework P2P; • Maintain supplies; • School inventory; • Assist with applications for school places and enrolment; • Assist with the organising of school events and activities including ordering buses for tours; • Updating noticeboards and school website;
Competencies	<ul style="list-style-type: none"> • Team Work • Information Management/Processing • Delivery of Results

	<ul style="list-style-type: none"> • Customer Service and Communication Skills • Specialist Knowledge, Expertise and Self Development • Drive and Commitment to Public Service Values
Terms & Conditions of Appointment	<ul style="list-style-type: none"> • Any offer will be subject to the receipt of two satisfactory references • The appointment will have a probationary period, details of which will be stipulated in the contract • GRETB reserves the right to transfer staff as the needs of the organisation dictate. • The person appointed will be required contribute to the relevant Superannuation Scheme. • Extern work may not be undertaken without prior consent of GRETB.
Health	<ul style="list-style-type: none"> • A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. • For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at GRETB's expense, a medical examination by a qualified practitioner nominated by GRETB.
Character	<p>Candidates must:</p> <ul style="list-style-type: none"> • Have the knowledge and ability to discharge the duties of the post concerned. • Be suitable on the grounds of character. • Be suitable in all other relevant respects for appointment to the post concerned. <p>And if successful, they will not be appointed to the post unless they:</p> <ul style="list-style-type: none"> • Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed, and • Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.
Citizenship Requirement	<p>Eligible candidates must be:</p> <ol style="list-style-type: none"> a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or b) A citizen of the United Kingdom (UK); or c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

	<i>To qualify candidates must be eligible by the date of any job offer.</i>
Incentivised Scheme for Early Retirement (ISER)	It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position
Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)	The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).
Department Health and Children Circular (7/2010)	The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for reemployment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER are not eligible to compete in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).
Collective Agreement: Redundancy Payments to Public Servants	The Department of Public Expenditure, National Development Plan Delivery and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure, National Development Plan Delivery and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility)

Declaration	Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
Probation	The appointment shall be subject to a probationary period. The appointment will be confirmed subject to satisfactory completion of the probationary period and satisfactory performance of the duties of the post.
Rest Periods	The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.
Superannuation and Retirement	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Education and Training Board at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> • Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66. • Retirement Age: Scheme members must retire on reaching the age of 70. • Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to Consumer Price Index - CPI). Post retirement pension increases are linked to CPI.
Pension Abatement	<ul style="list-style-type: none"> • If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position. • However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement (VER) arrangement (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. The implications with respect to entitlements under the VER pension, in particular where the VER provided for added years, will be determined by the terms and policies governing the specific VER in question. The Department of Education and the Department of Public Expenditure, National Development Plan Delivery and Reform should be consulted in advance of formal appointment in all cases where the prospective appointee availed of a previous VER arrangement in the Civil or Public Service.

<p>Department of Education Early Retirement Scheme for Teachers Circular 102/2007.</p>	<p>The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p>
<p>Ill Health Retirement</p>	<p>Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.</p> <p>Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.</p> <p><i>Appointment post Ill-health retirement from Civil Service:</i> If successful in their application through the competition, the applicant should to be aware of the following:</p> <ol style="list-style-type: none"> 1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases. 2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same. 3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks. <p><i>Appointment post Ill-health retirement from Public Service:</i></p> <ol style="list-style-type: none"> 1. Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme. 2. If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.
<p>Pension Accrual</p>	<p>Section 52(6) of the Public Service Pensions (Single Scheme and other Provisions) Act 2012 limits the amount of pensionable service an individual may accrue across all pre-existing public service schemes (non-Single Scheme terms) to a maximum of forty years or equivalent; where pensionable service exceeds forty years on 28 July 2012, section 52(7) provides that they may retain the benefit of that service. This may have implications for any appointee who has acquired pension rights in a previous public service employment.</p>

Additional Superannuation Contribution	This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. Note: Such contributions are in addition to any superannuation contributions/PPC contributions required in respect of the membership of the relevant pension scheme.
Adoptive / Carers / Parental / Force Majeure leave	Adoptive / Carers / Parental Leave will be granted to the Director of Organisation Support and Development in accordance with the arrangements authorised by the Minister for Education. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.
Sick Leave	Sick Leave will be in accordance with established procedures and conditions for ETB staff generally.
General	Either party may terminate the contract of employment giving one months' notice in writing. The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.
Security Clearance	The ETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.
Confidentiality and Freedom of Information	Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.
Data Protection	The ETB process data in compliance with current Data Protection legislation.
Deeming of candidature to be withdrawn	Candidates who do not attend for interview or other test when and where required by the ETB or who do not, when requested, furnish such evidence as the ETB require in regard to any matter relevant to their candidature, will have no further claim to consideration.
Other important information	The ETB will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the ETB is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to recommending any candidate for appointment to this position the ETB will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should another vacancy arise, the ETB may at its discretion, select and recommend another person for appointment on the results of this selection process. Candidates should note that any attempt to canvass support for an application will lead to disqualification.

<p>Application Process</p>	<p>Applications should be made via the online portal available at www.getb.ie/jobs no later than <u>12 noon, Tuesday, 8th April 2025.</u></p> <p>All sections of the application form must be fully completed.</p> <p>Applications will not be accepted after the closing date and time.</p> <p>The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the ETB is satisfied that such person fulfils the requirements.</p> <p>Notes</p> <p>Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of the ETB. Therefore candidates are strongly advised to submit applications well before the 12 Noon, Tuesday, 8th April 2025.</p> <p>We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by the ETB.</p>
<p>Selection Process</p>	<p>The Selection Process <u>may</u> include:</p> <ul style="list-style-type: none"> • Shortlisting of candidates on the basis of the information contained in their application • Qualifying preliminary interview • A competitive interview • Reference checking
<p>Shortlisting</p>	<p>Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the ETB may decide to employ a short listing process to select a group for interview who, based on an examination of the documents provided by you, appear to be the most suitable for the position.</p> <p>This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.</p> <p>During any short listing exercise that may be employed, the ETB examines the application forms and assesses them against pre- determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.</p>
<p>Queries</p>	<p>Any queries relating to this position or application process should be directed to recruitment@getb.ie</p>

Appendix 1:

Completing a Competency Based Application Form

A Competency Based Application Form requires you, the candidate, to describe some of your personal achievements to-date that demonstrate certain competencies (necessary skills and qualities) required for the position you are applying. All question areas must be completed.

A definition of a skill or quality is given for each competency. You are then asked to describe a situation, from your own experience, which you think is the best example of what **YOU** have done which demonstrates this skill or quality. It is essential that you describe how **you** demonstrated the skill or quality in question.

You are advised to structure what you write so that you give specific information about what you have done - for example, do not simply say that "X was successful", describe exactly what you did and how you demonstrated the skill or quality in question.

For each example please include the following:

- a) The nature of the task, problem or objective.
- b) What you actually did and how you demonstrated the skill or quality (and, where appropriate, the date you demonstrated it).
- c) The outcome or result of the situation and your estimate of the proportion of credit you can claim for the outcome.

Please do not use the same example to illustrate your answer to more than two skill areas.

Please note that, should you be called to interview, the board may look for **additional examples** of where you demonstrated the skills required for this post so you should think of a number of examples of where you demonstrated each of the skills.

Key Competences Required for the Role

Team Work	<ul style="list-style-type: none">• Shows respect for colleagues and co-workers;• Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate;• Offers own ideas and perspectives;• Understands own role in the team, making every effort to play his/her part;
Information Management/Processing	<ul style="list-style-type: none">• Approaches and delivers all work in a thorough and organised manner;• Follows procedures and protocols, understanding their value and the rationale behind them;• Keeps high quality records that are easy for others to understand;• Draws appropriate conclusions from information;• Suggests new ways of doing things better and more efficiently;

	<ul style="list-style-type: none"> • Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc.;
Delivery of Results	<ul style="list-style-type: none"> • Takes responsibility for work and sees it through to the appropriate next level; • Completes work in a timely manner; • Adapts quickly to new ways of doing things; • Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes; • Writes with correct grammar and spelling and draws reasonable conclusions from written instructions; • Identifies and appreciates the urgency and importance of different tasks; • Demonstrates initiative and flexibility in ensuring work is delivered; • Is self-reliant and uses judgement on when to ask manager or colleagues for guidance;
Customer Service & Communication Skills	<ul style="list-style-type: none"> • Actively listens to others and tries to understand their perspectives/requirements/needs; • Understands the steps or processes that customers must go through and can clearly explain these; • Is respectful, courteous and professional, remaining composed, even in challenging circumstances; • Can be firm when necessary and communicate with confidence and authority; • Communicates clearly and fluently when speaking and in writing;
Specialist Knowledge, Expertise and Self Development	<ul style="list-style-type: none"> • Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.; • Clearly understands the role, objectives and targets and how they fit into the work of the unit; • Is committed to self-development and continuously seeks to improve personal performance;
Drive & Commitment to Public Service Values	<ul style="list-style-type: none"> • Consistently strives to perform at a high level and deliver a quality service; • Serves the Government and people of Ireland; • Is thorough and conscientious, even if work is routine; • Is enthusiastic and resilient, persevering in the face of challenges and setbacks; • Is personally honest and trustworthy; • At all times, acts with integrity.