

**Coláiste Phádraig**  
Droim Conrach  
Baile Átha Cliath 9  
(Coláiste de chuid Ollscoil  
Chathair Bhaile Átha Cliath)



**St Patrick's**  
**College Drumcondra**  
Dublin 9  
(A College of Dublin City  
University)

**National Induction Programme for Teachers**  
**(located in St. Patrick's College)**  
**Clerical Officer**  
**Part-Time Fixed-Term (Specific Purpose) Contract**

**THE NATIONAL INDUCTION PROGRAMME**

The National Induction Programme for Teachers was established as a pilot project in 2002 and was a partnership initiative between the Department of Education and Science, Teacher Unions, the Colleges of Education (primary strand), UCD (post-primary strand) and the schools participating in the programme. The National Induction programme for Teachers is now a cross-sectoral programme incorporating the primary and post-primary strands. Further details available @ [www.teacherinduction.ie](http://www.teacherinduction.ie).

**The Position:**

The National Induction Programme for Teachers is seeking to appoint a Clerical Officer on a Part-Time Basis (30 hours per week) to work in their offices located in St. Patricks College, Drumcondra. The post is tenable from December 2011 and is for a fixed period to terminate on the 31<sup>st</sup> August 2012. The successful candidate will have a day to day reporting relationship to the Programme's Executive Officer and to the National Induction Programme Co-ordinators. He/she will work closely with the other members of the project team.

**Principle Duties:**

**The principle duties of this post will include:**

- Provision of General Administrative services for the project team including typing, filing & data entry
- Attending and minute taking at meetings of the Programme team/partners
- Dealing with correspondence (telephone and email queries) from schools in relation to the programme
- Assisting with the organisation of professional development seminars, meetings, seminars and conferences
- Assisting with the preparation of documents and mailshots, which includes tasks such as proof-reading, photocopying, and binding
- Assisting with accounts: including processing travel claims, data-entry to the TAS accounts management system
- Web –based research on induction and mentoring
- Data entry to programme database (Microsoft Access)
- Collating evaluations from programme participants (Excel)

New duties may be allocated as the needs of the Programme evolve.

## **Qualifications & Experience**

### **Applicants should have:**

#### **Requirements:**

- Leaving Certificate or equivalent
- Two years relevant experience
- Proven interpersonal and organisational skills
- The ability to work on one's own initiative and as part of a team
- Strong skills and experience with Microsoft Office: Word, Excel, Outlook Express
- The ability to communicate effectively (in writing and verbally)
- Ability to work under pressure when required

#### **Desirable**

- Experience of liaising with schools
- Experience of working within academic administration
- Experience of working in a bilingual Irish/English environment

**Salary Scale:** The appointment will be made on the Clerical Officer Scale at a point in line with current Government Pay Policy

Closing date for receipt of applications :

**12 noon, Thursday, 1<sup>st</sup> December 2011**

**to**

Human Resources Department  
St. Patricks College  
Drumcondra  
Dublin 9

***It is anticipated that interviews will be held for the post during week commencing  
5th December 2011***