

**INFORMATION GUIDE
 PERMANENT CLERICAL OFFICER (GRADE III)
 POST REFERENCE 216/21**

ARDSCOIL PHÁDRAIG, GRANARD

Longford and Westmeath Education and Training Board is holding a competition for a Permanent Clerical Officer (Grade III). Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard.

Competencies required

The appointee to the Clerical Officer (Grade III) post will be required to show evidence of the following competencies in more than 200- 250 words per competency:

Team Work

- 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

- 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
- 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

- 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 judgment on when to ask manager or colleagues for guidance.

Customer Service and Communication Skills

- 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

- 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
- Capacity to work within core functions of LWETB to include HR, Payroll, Corporate Services and Finance.

Drive & Commitment to Public Service Values

- 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.

Terms and Conditions

Base: Ardscoil Phádraig, Granard, Co. Longford. The successful candidate will be initially assigned to the above location. However, LWETB reserves the right to assign you to any other location as the service demands require.

Starting point on salary: €25, 102

For persons entering a recruitment grade for the first time, starting pay will be at the minimum of the new scale, as above. This is not negotiable. An incremental salary scale applies thereafter as per C/L 0051/2021 The rate of remuneration may be adjusted from time to time in line with Government pay policy. Previous public sector experience in the same grade may be eligible for incremental credit to be determined upon appointment.

Hours per week: 37

Eligibility Criteria

Candidates must:

- 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.

Citizenship Requirement

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. Please note you must advise LWETB if a work permit is required by you before commencing employment. This requirement should be notified to LWETB as soon as possible.

Health & Character

Those under consideration for a position may at the discretion of the employer be required to complete a health and character declaration and a Garda Vetting form. References will be sought. Some posts may require special security clearance. In the event of potential conflicts of interest, candidates may not be considered for certain posts.

Application and selection process:

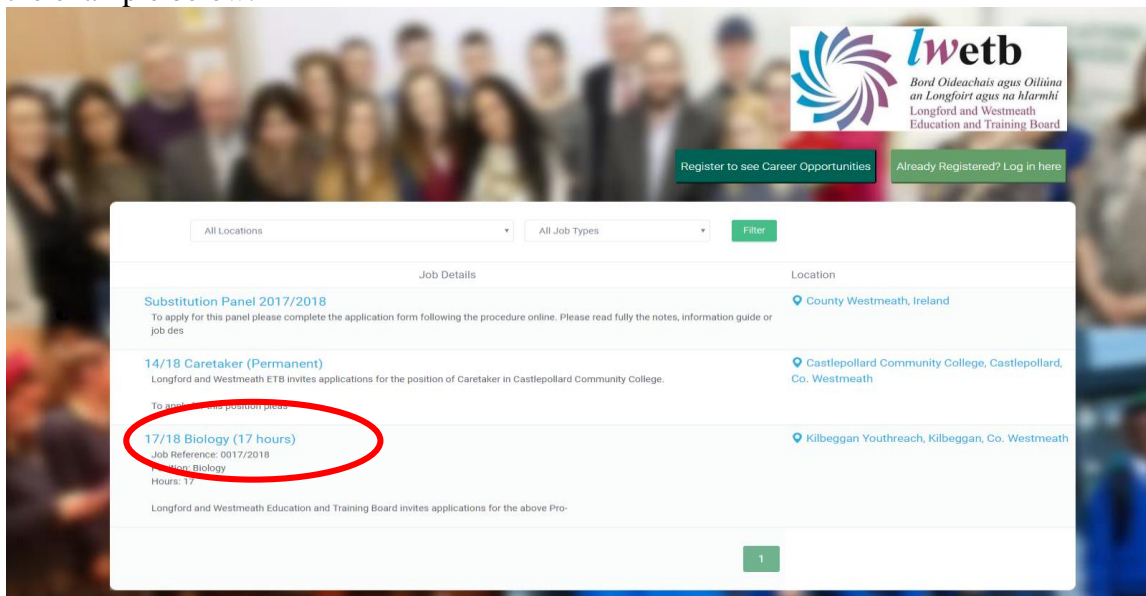
- Candidates should read the guide on how to complete the application form.
- Completed application forms should be submitted on www.etbvacancies.ie not later than **13.00 hours on Monday 21st March 2022**.
- Please note by submitting an application online an automatic message will be issued to your Etbvacancies message box to confirm receipt of your application. This should not be taken as confirmation that the submission is a valid application. **If you do not receive a confirmation message via your portal within two days of submitting AND prior to the closing date, please email recruitment@lwetb.ie**
- Please note that candidates must apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time. No late applications will be accepted.
- Provisional date for interviews will be as soon as practical post-closing date but provisionally week commencing 4th April 2022.
- Interviews may take place via video conference due to current restrictions as a result of COVID-19 pandemic. Candidates that are selected for interview will be supplied with guidelines in this regard.
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. **Incomplete and/or late applications will not be considered.**
- All applicants should note that Longford and Westmeath ETB reserve the right to shortlist applicants on agreed predetermined criteria.
- Selection will be by way of competency based interview.
- Canvassing by or on behalf of the applicant will disqualify.
- All enquiries regarding your application should be made to recruitment@lwetb.ie using the post reference in the subject line of the email. Enquiries by any other means cannot guarantee a response before the closing date and time.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- If successful at interview, referees may be contacted directly by LWETB at its convenience and without further notice to candidates.
- Longford and Westmeath ETB is an equal opportunities employer.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by LWETB.
- Further information on LWETB including details of our schools, centres for education and programmes can be found on our website www.lwetb.ie
- LWETB is registered as a Data Controller. Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein. The personal data supplied on this application form and supplementary documents are required for the purposes of recruitment (including

shortlisting and interviewing), assessment of qualifications, general administration, and to fulfil our other legal obligations, including the election of staff representatives to the ETB under the Education and Training Boards Act 2013. While the information provided will generally be treated as confidential to LWETB, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Skills, the Department of Social Protection, Gardaí, the CSO, the Teaching Council, Revenue, other statutory bodies, or with former or subsequent employers. Should you wish to update or access your personal data you should write to the CE.

**Ms. Liz Lavery, Chief Executive
Longford and Westmeath ETB**

etbvacancies user guide for potential candidates

Proceed to the following url: <https://etbvacancies.thehirelab.com/etb> and click on the LWETB logo to see our current vacancies. In order to apply for a position, you must first register by clicking on the name of the position to which you wish to apply. Please see the example below.



You will then be brought to a Job Summary page. At the bottom of this page you will see two options for logging into the system. Please choose the one appropriate to you. If you have never registered with www.etbvacancies.ie before you will need to enter via the “join our talent pool”, creating a password and submit your application online. If you have registered with LWETB’s etbvacancies portal before you can enter via “already a member” and submit your application online. Once logged in please follow the instructions to complete.

Job Summary

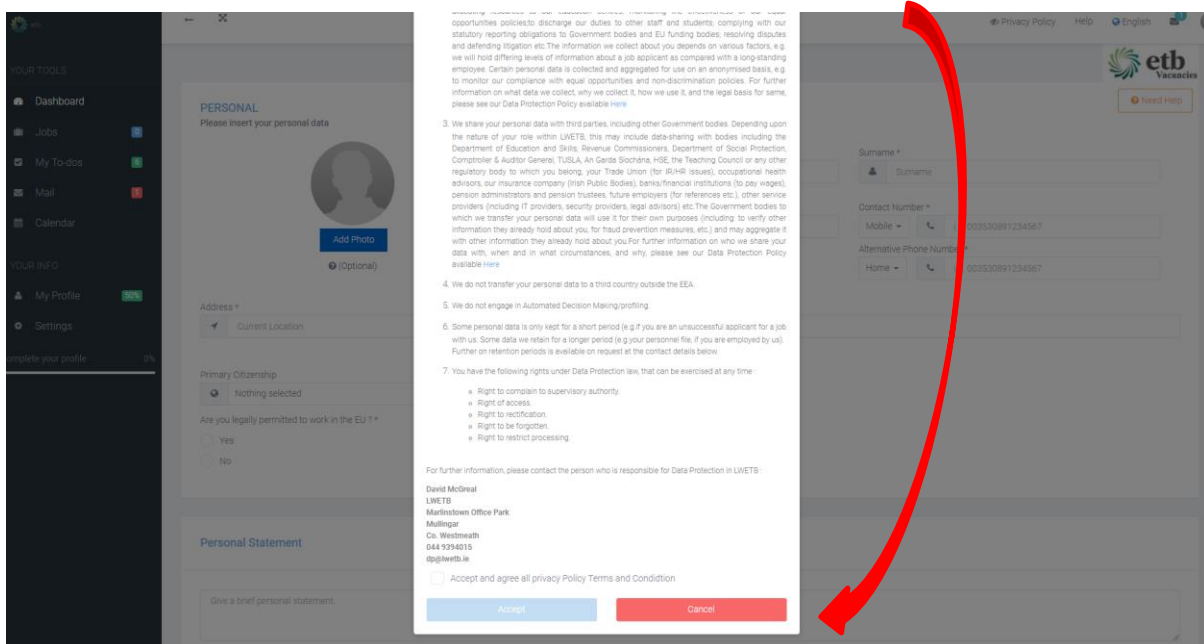
 **Already a member of our Talent Pool?**
Login here to Apply

[Forgot password?](#)

 **Join our Talent Pool + submit your application**

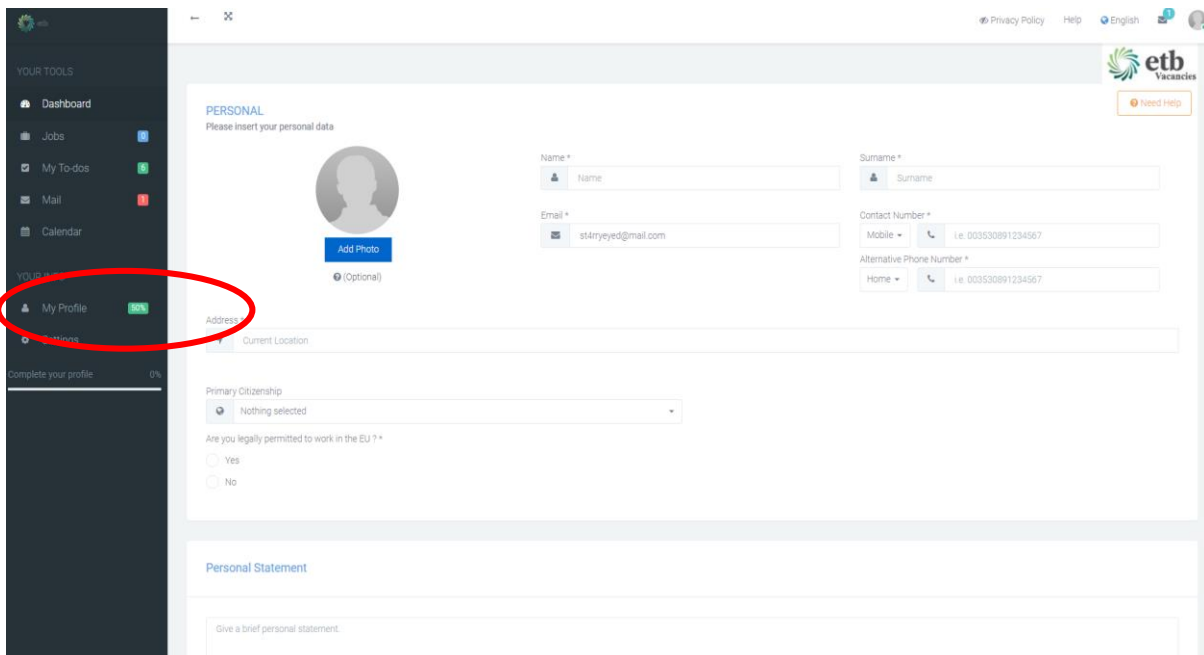
☐ I agree to the [Terms of use](#)

When successfully logged in, a Privacy Notice will appear, and once read you must click ‘Agree’ to proceed with your registration or ‘Cancel’ to leave the site:



The screenshot shows the LWETB registration interface. A Privacy Notice overlay is displayed in the center, detailing data collection and processing policies. The notice includes sections for data collection, data sharing with third parties, data retention, and user rights. At the bottom of the overlay, there are 'Accept' and 'Cancel' buttons. A red arrow points from the 'Accept' button to the 'My Profile' link in the sidebar menu, indicating the next step in the registration process.

On clicking ‘Agree’ you will be brought to your Dashboard and here you will begin to build your profile which will be used to apply for any upcoming vacancies and the online application form for the specific position. **Please note that your profile must be 86% complete before you can apply for a position.** Profile completion can be monitored at the bottom of your dashboard:



The screenshot shows the LWETB Dashboard. The 'My Profile' link in the sidebar menu is highlighted with a red circle. The main content area displays the 'PERSONAL' profile section, which includes fields for Name, Surname, Email, Contact Number, Address, and Primary Citizenship. The 'My Profile' link is highlighted with a red circle, and the 'Complete your profile' progress bar at the bottom indicates 0% completion.

Some points to note:

- It is advisable to use Google Chrome when using www.etbvacancies.ie
- In the case of answering the competency questions we recommend that you create your answers in a Word document or equivalent first and then transfer your answers to www.etbvacancies.ie. This will allow you to amend as appropriate and avoid losing information during the application process.
- The system times out after 2 hours. It is recommended that you save your information regularly in the event of any unforeseen issues.
- Please ensure that all fields are complete, with the required information, before submitting. It is the responsibility of the candidate to ensure that their application is complete. Incomplete applications cannot be considered.
- Please fill in all details requested, you will not be permitted to apply any post until your profile is completed fully.
- Please note by submitting online an automatic message will be issued to your Etbvacancies account to confirm receipt of your application. This should not be taken as confirmation that the submission is a valid application. If you do not receive a confirmation message via your portal within two days, please email recruitment@lwetb.ie.
- Please note that candidates are advised to apply to this role well in advance of the closing date and time to ensure their application is received before the closing date and time.

Tips for completing the form accurately:

Teaching experience/Employment record:

Please ensure that you give all your employment details from the start of your career to date (most recent first). If you have taken any Career Breaks etc., please give details in the any other information section near the end of the application process.

Education:

Please give as much details as possible in this section starting with your most recent qualification first. In the fields "Specialise in" please insert all modules studied e.g. if it is a Bachelor of Arts you can insert, English, Sociology, Politics in the specialise in field.

Other Accredited/Non-accredited Third level Professional Development Skills Training or Courses Attended:

In this section you can fill in any other qualifications that you have completed that were completed in or in association with a third level institution e.g. a CPD course (Starting with your most recent first).

Courses and other training:

In this section you can insert any other training e.g. first aid course, Data protection training etc. ran by an employer.

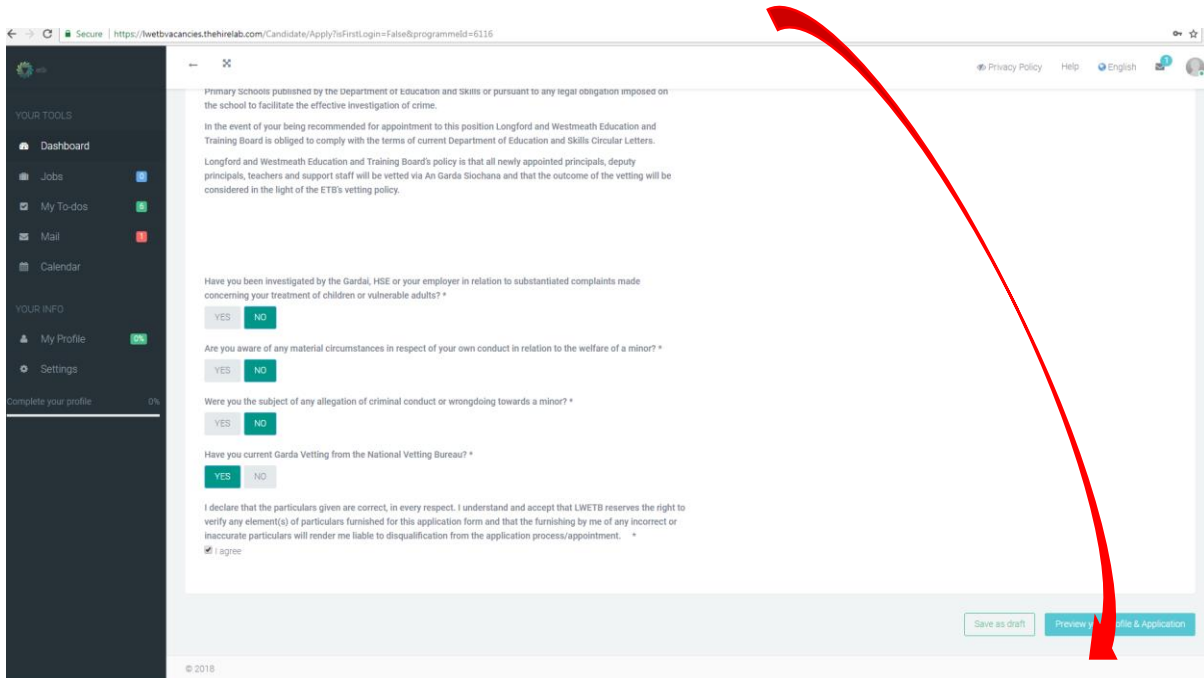
Personal Declaration:

If you have current Garda Vetting, please insert the reference number in the dropdown box that appear when you click on yes.

Please ensure you tick I agree in order to progress to the next stage of your application.

If you have any queries in relation to completing the application process, please contact a member of the Recruitment team on 044 9348389.

Once all fields are complete you can click on 'Save as Draft' to return to your profile at a later time and make changes or you can 'Preview your profile and Application'



Primary Schools published by the Department of Education and Skills or pursuant to any legal obligation imposed on the school to facilitate the effective investigation of crime.

In the event of your being recommended for appointment to this position Longford and Westmeath Education and Training Board is obliged to comply with the terms of current Department of Education and Skills Circular Letters.

Longford and Westmeath Education and Training Board's policy is that all newly appointed principals, deputy principals, teachers and support staff will be vetted via An Garda Síochána and that the outcome of the vetting will be considered in the light of the ETB's vetting policy.

Have you been investigated by the Gardai, HSE or your employer in relation to substantiated complaints made concerning your treatment of children or vulnerable adults? *

☐ YES ☒ NO

Are you aware of any material circumstances in respect of your own conduct in relation to the welfare of a minor? *

☐ YES ☒ NO

Were you the subject of any allegation of criminal conduct or wrongdoing towards a minor? *

☐ YES ☒ NO

Have you current Garda Vetting from the National Vetting Bureau? *

☒ YES ☐ NO

I declare that the particulars given are correct, in every respect. I understand and accept that LWETB reserves the right to verify any element(s) of particulars furnished for this application form and that the furnishing by me of any incorrect or inaccurate particulars will render me liable to disqualification from the application process/appointment. *

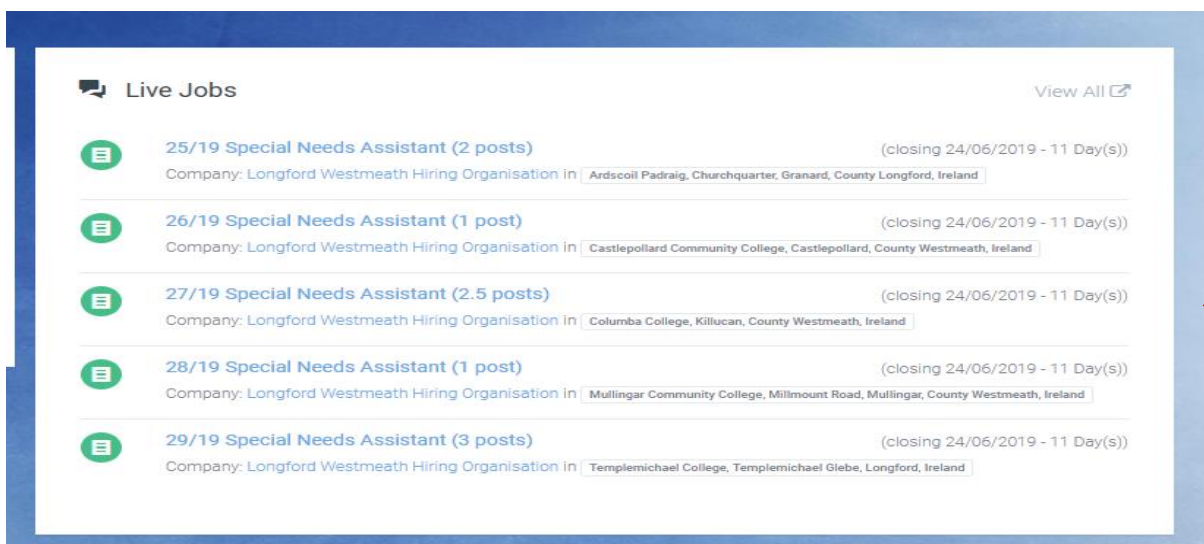
☒ I agree






[Save as draft](#) [Preview your profile & Application](#)

When you click on 'Preview your profile and Application' you will be brought to a screen where you can review all information before submission. When you are happy to proceed you can click on the 'Submit' button at the top of the page. By clicking this button, you are submitting your profile and application to the specific position.

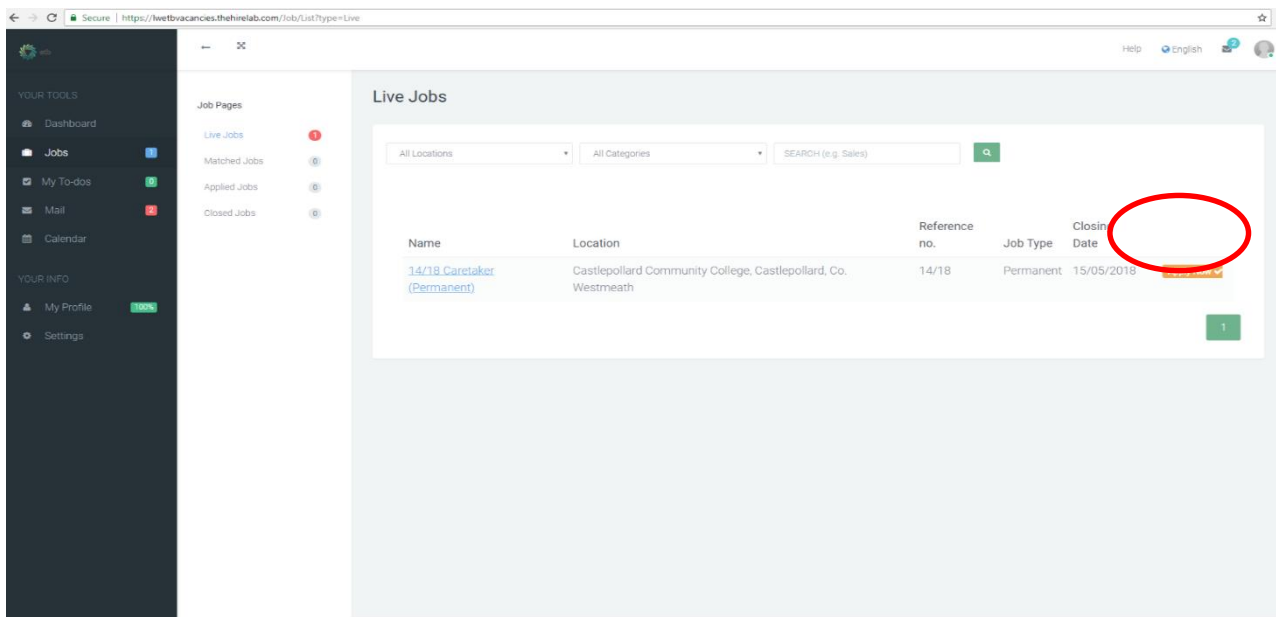
When applying for future vacancies:

If applying again, for future positions with etbvacancies.ie, you can log in, use your prepopulated profile and use the quick apply now function. To do this, you will need to complete the following process. Please log in, click dashboard and a list of our live jobs will appear. Please see picture below.

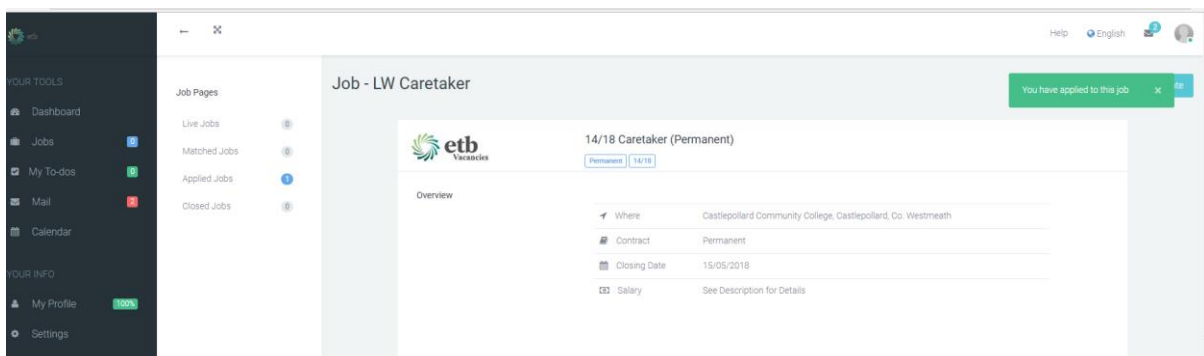


Live Jobs		View All
	25/19 Special Needs Assistant (2 posts) Company: Longford Westmeath Hiring Organisation in Ardsoil Padraig, Churchquarter, Granard, County Longford, Ireland	(closing 24/06/2019 - 11 Day(s))
	26/19 Special Needs Assistant (1 post) Company: Longford Westmeath Hiring Organisation in Castlepollard Community College, Castlepollard, County Westmeath, Ireland	(closing 24/06/2019 - 11 Day(s))
	27/19 Special Needs Assistant (2.5 posts) Company: Longford Westmeath Hiring Organisation in Columba College, Killucan, County Westmeath, Ireland	(closing 24/06/2019 - 11 Day(s))
	28/19 Special Needs Assistant (1 post) Company: Longford Westmeath Hiring Organisation in Mullingar Community College, Millmount Road, Mullingar, County Westmeath, Ireland	(closing 24/06/2019 - 11 Day(s))
	29/19 Special Needs Assistant (3 posts) Company: Longford Westmeath Hiring Organisation in Templemichael College, Templemichael Glebe, Longford, Ireland	(closing 24/06/2019 - 11 Day(s))

If you wish to apply for a job in the live jobs box, click on the ‘Apply now’ button on the right hand side



You should then see a small message appear on the top right hand corner indicating that you have applied



Some positions may be subject to a shortlisting process, depending on the amount of applicants. It is important that you monitor your mail on www.ebvacancies.ie as this is where all future correspondence will be communicated regarding your application. When logging on to check your messages please make sure you log in through the LWETB logo to bring you to your LWETB portal. You also have the option to download your profile as a pdf, which enables you to read over the information you provided and change it if necessary. Please follow the steps below:

- Upon logging in you will see a black sidebar on the left hand side of your page titled “Your Tools”
- Click on “Jobs” and then into applied jobs which will be displayed in a white sidebar titled “Jobs Pages”
- Under the applied jobs you will see a yellow “download profile button” which will allow you to review your application.

If you have any queries regarding the application process you can contact recruitment@lwetb.ie