

**CONDITIONS OF SERVICE OF PERMANENT
WHOLE-TIME CLERICAL OFFICERS IN COMPREHENSIVE AND
COMMUNITY SCHOOLS**

1. Post

The appointment is whole-time, permanent and pensionable, and may be terminated in accordance with the provisions of the Minimum Notice and terms of Employment Act, 1973.

The person appointed will carry out:

- duties assigned as appropriate to the post in Appendix 1
- any other duties as assigned from time to time by the direction of the Principal.

Retirement from the position will be compulsory upon reaching the age of 65 years.

2. Appointment

Appointment to the post is conditional on the person chosen furnishing the following to the Board of Management:-

- satisfactory evidence of age.
- a certificate of health at his/her own expense from a medical practitioner nominated by the Minister for Education and Science, and
- two satisfactory references as to character.

3. Probation

The appointee will be on probation for a period of 12 months. At the expiration of the probationary period, the appointment may be confirmed, continued on probation for a further period or terminated, as the Board of Management of the school may determine.

4. Superannuation

The provisions of the Contributory Pension Scheme for full-time non-teaching employees of Comprehensive and Community Schools are applicable to the post and contributions must be made in accordance with the terms of the scheme.

5. Remuneration

The salary payable will be based on the salary scale applicable at the time of the Officer's appointment. The starting salary is the minimum point of the salary scale, unless a higher rate is approved by the Minister for Education and Science. Salary payments are subject to appropriate deductions for contributions under the Social Welfare Acts.

6. Attendance

A 43¼ hour 5 day week, with a daily meal interval of 1¼ hours, will apply to the position (i.e. a net working week of 37 hours). The daily hours of attendance will be as specified by the Principal of the school on behalf of the Board of Management.

Also to provide secretarial services in emergency/special event situations and existing normal arrangements will apply (overtime or time off in lieu).

7. Overtime

Payments for extra duty will be calculated on a basic 43¼ hour week.

The rates for extra duty are:-

(a) For salaries below €35,000

Overtime will be paid at time and a half at the first point of the appropriate scale for those on salaries below €35,000. If, however, this would result in overtime being paid at less than time at any point on the scale then it will be calculated as in paragraph (b) below.

(b) For salaries at or above €35,000

Overtime will be paid at the rate of time and a quarter at the individual's scale point for those on salaries at or above €35,000.

Saturday attendance

- Standing alone: Time plus one half.
- In addition to extra duty performed, Monday to Friday: Time plus one half up to weekly total of ten hours. Double time thereafter.

The minimum Saturday payment is that applicable to an attendance of three hours.

Sunday and Public Holiday attendance

- Double time.

8. Annual Leave

The annual leave entitlement for Clerical Officers is as follows.

- Clerical Officer Grade III 22 Days.
- Clerical Officer Grade IV 23 Days.

Vacation arrangements are to be agreed with School Principal.

9. Sick Leave

Certified and uncertified sick leave may be granted in accordance with the conditions laid down by the Department of Education from time to time.

10. Special Leave

Special leave with pay which may be allowed to an officer in the event of the death of a relative is as follows.

- 5 working days in the case of a spouse or child, ('spouse' includes a cohabiting partner and 'child' includes adopted children and children being cared for on basis of 'in loco parentis').
- 3 working days in the case of other immediate relatives i.e. father, step-father, father-in-law, mother, step-mother, mother-in-law, brother, step-brother, half-brother, brother-in-law, sister, step-sister, half-sister, sister-in-law, grandfather, grandmother, grandchild.
- 1 working day in the case of aunt, uncle, niece and nephew.

Five consecutive working days leave of absence with pay may be allowed on marriage including the day of marriage.

11. Force Majeure Leave

An employee is entitled to leave with pay from his or her employment for urgent family reasons, owing to the injury or illness of any of the persons listed below.

- a child or adoptive child of the employee;
- the spouse of the employee, or a person with whom the employee is living as husband or wife;
- a person to whom the employee is in loco parentis;
- a brother or sister of the employee;
- a parent or grandparent of the employee;
- persons in a relationship of domestic dependency, including same-sex partners.

Entitlement to force majeure leave is limited to circumstances where the immediate presence of the employee, at the place where the ill or injured person is situated, is indispensable.

During an absence on force majeure leave an employee is regarded as being in the employment of the employer, and retains all of his or her employment rights. Force majeure leave is paid leave. It cannot be treated as part of any other leave (e.g. sick leave, adoptive leave, maternity leave, annual leave or parental leave) to which the employee is entitled.

As soon as reasonably practicable after his or her return to work after an absence on force majeure leave, an employee must confirm to his or her employer that he or she has taken the leave.

An employee may not be absent on force majeure leave for more than 3 days in any 12 consecutive months, or 5 days in any 36 consecutive months. Absence for part of a day is counted as one day of force majeure leave.

12. Maternity Leave

Twenty six weeks maternity leave with full pay (less any Social Welfare maternity allowance payable on foot of a person's Social Welfare Insurance) may be allowed.

Maternity leave will be available on production of a medical certificate confirming pregnancy

and stating the expected date of birth of the child. Paid maternity leave should normally be taken in equal portions before and after the expected date of the birth.

13. Adoptive Leave

The Adoptive Leave Act entitles an adopting mother or a sole male adopter to 24 weeks adoptive leave. There is also the option to avail of a further 16 weeks unpaid additional leave.

An employee wishing to avail of the leave must give 4 weeks written notice to their employer prior to starting the leave.

There is no obligation on an employer to pay an employee while absent on adoptive leave or additional leave. However, the employee may be entitled to Social Welfare benefit during the 24 weeks standard leave.

14. Parental Leave

The Parental Leave Act 1998 entitles each parent to 14 weeks unpaid parental leave.

The leave must be taken before the child is 8 years of age, or 16 years of age in the case of children with disabilities.

This leave is non-transferable between the parents, except where both parents work for the same employer. However, this depends on the agreement of the employer.

You must notify your employer 6 weeks in advance of your intention to take parental leave. The leave may be "broken up" with the agreement of the employer.

15. Grievance Procedure

Clerical Officers should accept and carry out all reasonable instructions received from the Principal or other responsible Officer. If they feel aggrieved at any instruction or working conditions, they should accept and carry out the instructions and report the matter to their representative Union after working hours. The Union should then pursue the matter with the school authorities.

I have read the above conditions and I agree to carry out the duties of the position to the best of my judgement and ability in accordance with these conditions.

Signed: _____ DATE: _____

Signed on behalf of the Board of Management:

_____ DATE: _____

APPENDIX 1

DUTIES OF THE CLERICAL OFFICER SHALL INCLUDE

In larger schools the main responsibility for discharging the finance function should be assigned to

the higher graded post.

FINANCE

- Monitoring, controlling and reconciling all financial allocations to the school (e.g. Main School Budget, Home/School Liaison, Free Book Scheme, Exam Fee Scheme, Special Technology Grants, Junior Certificate, Leaving Certificate Applied, Vocational Preparation and Training Programme, Community Employment, In-service, Adult-Education).
- Checking and ensuring accuracy of traders accounts, part-time teachers, teachers claim forms, travel claims, petty cash returns, postal franking machines and expenses for Board of Management Members.
- Cash:- Collecting rent for use of premises, enrolment fees, book rental fees, telephone charges (including payphones) and occasional items such as school trips etc.
- Ensuring all payments to the school are recorded, receipted, reconciled and lodged to the appropriate bank accounts.

PERSONNEL

- Liaise and assist the SES/FAS schemes in a complementary capacity subject to National Policy and local agreements.
- Provide assistance with the appointment of teachers.
- Maintaining of school personnel files.
- Maintaining teacher attendance records and the consequential work that arises when part-time teachers undertake substitution work.

RECEPTION DUTIES

- Meeting all visitors (Parents, Officials, Community Leaders, etc.)
- Processing incoming and outgoing communications – mail, fax, telephone, ensuring that all information is conveyed to the appropriate persons.

SECRETARIAL DUTIES

- All school secretarial work typing, word processing, filing, copying etc.
- Board of Management affairs – issuing agendas, attending meetings, producing minutes, providing all necessary documentation to Board members and submitting copies of minutes to the Department of Education and Science.
- Maintaining all items of office equipment.

SECRETARY TO PRINCIPAL

- Secretarial and administrative functions on behalf of the Principal in his/her role as School Principal and Secretary to Board of Management.
- Maintaining, on behalf of the Principal, all confidential items relating to the administration

and management of the school.

- Advising the Principal on the administrative implications of proposed policy changes.

PROCUREMENT

- Maintaining of school order books, acquiring tenders, submitting requisitions to Principal for approval and ensuring goods ordered are delivered in good condition as per specifications.

EXAMINATIONS

- Collating and word processing examination papers (scientific symbols etc.) Reproducing papers and ensuring that all papers are treated in a secure and confidential manner.
- Word processing of timetables, result sheets, attendance sheets and student results.

RECORDS AND RETURNS

- Compiling of a student database.
- Preparing and submitting of all computerised statistical returns to the Department of Education and Science.
- Preparing and submitting of Ad Hoc returns to the Department of Education and Science.

INFORMATION TECHNOLOGY

- Operating of systems, approved by Management, which are designed to enhance management information services and participating in training courses as required.

HEALTH AND SAFETY

- Co-operate fully with Health and Safety procedures and play an active role in so far as the position allows

OUTSIDE AGENCIES

- Liaising with outside agencies – Local Primary and 2nd Level School, Department of Education and Science, V.E.C.'s, Sporting Organisations, Community Groups, Local Employers, FAS etc.