



AONTAS MÚINTEOIRÍ ÉIREANN/TEACHERS' UNION OF IRELAND

POST OF
ADMINISTRATIVE OFFICER

CONDITIONS OF SERVICE

1. **Permanency**
The post is permanent wholetime subject to the conditions of this Contract and subject to the Rules of the Union.
2. **Medical Examination**
A satisfactory medical report will be required prior to appointment.
3. **Commencement**
At a mutually suitable date – as soon as possible
4. **Probation**
The position will be probationary for a period of one year from the date of appointment.
5. **Salary**
The salary scale will be linked to the Civil Service Grade of Assistant Principal Officer, currently €66,179 - €82,520 (6 incremental points + 2 long service increments). Entry point will depend on experience.
6. **Duties**
The Administrative Officer shall, reporting to the General Secretary, carry out assigned duties including:
 - General administration including a human resources role in relation to administrative staff
 - Management of the accounts and the membership sections
 - Event organisation, including the union's annual conference and other events
 - Procurement, supervision and development of the union's Information Technology resource
7. **Professional Development**
The professional standards expected of the appointee will require a commitment to continuing professional development.

8. Hours
Normal office hours are 9.00 a.m. to 5.00 p.m. However, the Administrative Officer will be required to work such reasonable hours as are required for the carrying out of his/her duties.
9. External Work.
The Administrative Officer shall not undertake any external work without the permission of the General Secretary.
10. Annual Leave.
The Administrative Officer will be entitled to 31 working day's annual leave exclusive of all public holidays in each year.
11. Maternity Leave/ Paternity Leave/Parental Leave/Force Majeure Leave/Parent's Leave.
Maternity Leave, Paternity Leave, Parental Leave, Force Majeure Leave, Parent's Leave will be that which applies from time to time to the grade in question in the Civil Service.
12. Illness.
 - Uncertified: 7 uncertified sick days in any calendar year, provided always that a medical certificate is required for absences on sick leave in excess of 3 consecutive days
 - Sick leave: six months in any four consecutive years on full pay. A further six months may be allowed on approval by the Executive Committee
13. Pension Scheme.
A Defined Benefit, Contributory Pension Scheme will apply. The employee contribution is 6.5%.
14. Place of Work.
The post is based at the Union's Head Office in Dublin. In the event of any necessary travel within the country, travel and subsistence in accordance with normal public service regulations are payable.
15. Notice
Three months written notice of termination by either side.
16. Retirement
The retirement age shall be 65.