

Post-Primary Languages Ireland

Open competition for the appointment of Clerical Officer Information Booklet

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1. The appointment

Post-Primary Languages Ireland (PPLI) is a unit of Education and Training Boards Ireland (ETBI).

PPLI works to implement the policy of the Department of Education and Youth in Ireland of diversifying, enhancing and expanding the teaching of foreign languages in primary and post-primary schools and implements key actions in [Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026](#). Further details about PPLI and its work are available at www.ppli.ie and <http://www.languagesconnect.ie>

We are a dedicated and hardworking team of professionals managing a diverse range of language programs. These include language classes, language upskilling courses, professional development for teachers, as well as events, campaigns, and resources aimed at students, parents, teachers, guidance counsellors, principals, and third-level institutions. Our mission is to raise awareness about the benefits of foreign language learning.

PPLI wishes to appoint a Clerical Officer to support the administration of the primary module: [Say Yes to Languages](#).

PPLI supports primary schools in providing a ten-week module in a range of languages, including Irish Sign Language (ISL). *Say Yes to Languages* aims to:

- Raise awareness of the importance of modern foreign language education to build transversal skills
- To prepare the ground for the implementation of the redeveloped Primary Language Curriculum
- Encourage uptake of foreign languages at post-primary level
- Support implementation of Languages Connect, Ireland's Strategy for Foreign Languages in Education 2017-2026
- To improve literacy in English and Irish

The post is a full-time position offered on an initial one-year fixed-term contract.

A six-month probationary period will apply, which can be extended to 11 months.

Closing date for application: Friday 21st August, 12 noon

Link to application: [APPLY HERE](#)

Job Specification

The duties of the Clerical Officer will include, but are not limited to, the following:

- Carry out operational and administrative duties in the delivery of the *Say Yes to Languages* module
- Maintain an Excel database of schools and tutors
- Respond to queries via email and phone
- Collate and record data and feedback from schools
- Process grant payments to schools and handle associated queries

- Maintain organised and accurate financial records and documentation in line with procedures
- Support communications relating to programme administration and logistics
- Provide administrative support to other Primary team members as required
- Ensure all activities are carried out in line with internal controls and public sector requirements
- Carry out any other relevant duties assigned by the *Say Yes to Languages* Project Manager or the Primary Manager

2. Experience/Qualifications

- At least Grade D (or a Pass) in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education and Youth Established Leaving Certificate Examination or Leaving Certificate Vocational Programme or a pass Leaving Certificate Applied or an equivalent qualification on the National Framework of Qualifications (NFQ) or have passed an examination of at least equivalent standard.
- High level of IT proficiency and good knowledge of the Microsoft Office package.
- A positive attitude to foreign languages is required.

The above-listed expectations and tasks are intended to describe the general nature and level of work being performed. They are not designed to be an exhaustive list of all responsibilities or duties required.

Skills & Competencies:

- Working as part of a team and working on own initiative
- Strong data management skills with a focus on accuracy, attention to detail, and excellent organisational abilities.
- Delivery of Results, on time, and sometimes under tight deadlines and high pressure
- Excellent Interpersonal & Communication Skills
- Drive & Commitment
- Flexibility

3. Salary

The annual salary will be €30,329 (NPPC), which is Point 1 on the Clerical Officer salary scale.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Hours of Attendance:

Working hours will be in accordance with the standard arrangements in PPLI and will equate to no less than 35 hours (net of rest breaks) per week.

4. Annual Leave

The annual leave allowance will be 22 working days per annum, pro rata for the duration of the contract. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is based on a five-day week and is exclusive of the usual public holidays.

5. Location

PPLI is currently located at the Digital Hub Dublin 8. A hybrid working arrangement with office attendance is required.

6. Equal Opportunities

PPLI is an equal opportunities employer.

7. Format of the competition

PPLI reserves the right to **shortlist** applicants. Shortlisting of candidates will be carried out based on the criteria outlined in the advertisement, the application, (and/ or) the interview, and/or satisfactory references (referees will not be contacted without the candidate's prior agreement).

Final selection will be based on a **competitive interview**. The interview will be based on the competencies required to carry out the duties and responsibilities as set out in the description of the appointment. Candidates shortlisted for interview will be asked to provide details of two referees. Candidates will be contacted before referees are consulted.

8. Preparing for interview

You will be asked to give examples from your career to date that best illustrate how you have developed and demonstrated the following competencies:

- Working as part of a team and working on own initiative
- Managing data with a focus on accuracy, attention to detail and strong organisational skills
- Delivering results on time, sometimes under tight deadlines and pressure
- Exhibiting excellent interpersonal & communication skills
- Demonstrating drive & commitment
- Showing flexibility in various situations

9. Eligibility

Can legally work in the Republic of Ireland.

10. Confidentiality

Subject to the provisions of the F.O.I. Act 1997, applications will be treated in strict confidence.

11. Attendance at interview

Interviews for the post will be held in early September 2026. Calls to interview will be made at least a week beforehand. The onus is on all applicants to make themselves available for the interview and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the e-mail address specified on their application form. PPLI will not be liable for any expenses incurred by applicants.

12. Deeming of candidature to be withdrawn

Applicants who:

- (a) do not, when requested, furnish such evidence as PPLI requires regarding any matter relevant to their candidature;
- (b) do not attend the interview at the time and place appointed,
- (c) when offered appointment, do not accept the appointment and take up duty as arranged; shall have their candidature deemed to be withdrawn, unless PPLI, at its discretion, decides otherwise.

13. Queries

If you have any queries in relation to the role, please email Kirsi.Hanifin@ppli.ie