

Galway & Roscommon Education & Training Board: Permanent Clerical Officer (<https://www.activelink.ie/node/115519>)



Permanent Clerical Officer, Grade III Panel

Ref: GR25-0334

Galway and Roscommon Education and Training Board (GRETB) provides educational services within the Galway and Roscommon area. We offer an extensive range of educational and training services across our 21 schools and 40 Further Education and Training Centres. We provide services to over 27,000 learners and have a budget of approximately €150 million.

Job Title: Clerical Officer, Grade III Panel

Contract Type: Permanent & Temporary

A panel may be formed to fill future relevant positions (both permanent and temporary) that may arise during the lifetime of the panel. Any such panel formed shall be six months in duration from the date of formation.

Salary: Salary Scale:

New Entrant: €30,811 - €47,946 (including Long Service Increment)

Non-New Entrant: €32,969 - €47,946 (including Long Service Increment)

IMPORTANT NOTICE RE: SALARY: As per DES guidelines, **new appointees** who are entering this grade for the first time will start at the **minimum point** of the scale. Incremental credit **may only** apply, if, immediately prior to appointment, the appointee is already a serving Civil or Public Servant. Rate of remuneration may be adjusted from time to time in line with Government pay policy. **Starting Salary is not subject to negotiation.**

Location of Post: The successful applicant(s) will be assigned to offices under the remit of GRETB e.g. GRETB HQ, Athenry, GRETB FET Centre, Mervue, Galway City, GRETB Training Centre, Mervue, Galway City and the post holder may be moved to another area of the organisation if required.

Hours of Work: 35 hours per week.

Hours may be adjusted from time to time under relevant Public Sector Agreements.

Annual Leave: 22 days per annum.

Please see Information Booklet attached below.

Application Process/Apply for the position:

All particulars of post and online application process can be found on the GRETB website:

<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6877> (<https://gretbcareers.thehirelab.com/LiveJobs/JobApply/6877>)

Contact details : All job queries can be submitted to recruitment@gretb.ie (<mailto:recruitment@gretb.ie>).

Closing Date: 23/05/2025 04:00 PM

Region
Galway

Date Entered/Updated

8th May, 2025

Expiry Date

23rd May, 2025

Attachment**Size**

[Information Booklet.docx](#) 64.83
KB

[Leabhrán Eolais.docx](#) 62.4 KB

Source URL: [*https://www.activelink.ie/vacancies/education-training/115519-galway-roscommon-education-training-board-permanent-clerical-officer*](https://www.activelink.ie/vacancies/education-training/115519-galway-roscommon-education-training-board-permanent-clerical-officer)