

## Tús Programme Vacancy

<b>Host Organisation:</b>	Primary School
<b>Location:</b>	Blakestown, Dublin 15
<b>Job Title:</b>	Administration Assistant/Reception Assistant
<b>Number of Positions Available:</b>	1
<b>Person Specification:</b>	<p>General administration duties.</p> <ul style="list-style-type: none"> <li>· Reception duties.</li> <li>· Typing word documents.</li> <li>· Assisting with stationary ordering if required to do so.</li> <li>· Assisting staff, visitors and students who may have queries.</li> <li>· Filing.</li> <li>· Photocopying.</li> <li>· Dealing with general queries.</li> </ul>
<b>Person Specification:</b>	<p>Eligibility to participate on the Tús Scheme is generally linked to those who are 19 years or over and in receipt of a qualifying social welfare payment for 1 year or more. To be eligible to participate in the Tús scheme you must: Be available 19.5 hrs a week for 1 year Have been continuously unemployed for at least 12 months and “signing on” on a full-time basis; and Have been receiving a jobseeker’s payment (Jobseeker’s Benefit or Jobseeker’s Allowance) from the Department of Social Protection for at least 12 months; and Be currently receiving Jobseeker’s Allowance (JA)</p>
<b>Reporting to:</b>	School Principal/Vice Principal
<b>Preferred days or times of work (e.g. Monday-Friday, mornings/afternoons etc)</b>	Monday – Friday
<b>Is Garda Clearance (Vetting) Required for this position:</b>	TBC
<b>Contact:</b>	<p>If you are interested in applying for this role, please contact a member of the Tús Team on 01 – 8209550 or email <a href="mailto:tusvacancies@empower.ie">tusvacancies@empower.ie</a> to discuss further. Note: If you are getting Jobseekers Allowance and have break(s) of up to 30 days in your jobseekers record over the last 12 months, you will be eligible for Tús</p>