

Tús Programme Vacancy

Host Organisation:	Secondary School
Location:	Blakestown, Dublin 15
Job Title:	Administration Assistant/Reception Assistant
Number of Positions Available:	1
Person Specification:	<p>General administration duties.</p> <ul style="list-style-type: none"> · Reception duties. · Typing word documents. · Assisting with stationary ordering if required to do so. · Assisting staff, visitors and students who may have queries. · Filing. · Photocopying. · Dealing with general queries.
Person Specification:	<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>
Reporting to:	School Principal/Vice Principal
Preferred days or times of work (e.g. Monday-Friday, mornings/afternoons etc)	Monday – Friday
Is Garda Clearance (Vetting) Required for this position:	TBC
Contact:	<p>If you are interested in applying for this role, please contact a member of the Tús Team on 01 – 8209550 or email tusvacancies@empower.ie 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>