

Post Primary Schools Officer – Part-Time
Job Specification

Position: Post-Primary Schools' Officer

Role/Purpose: The person will have responsibility for the provision of administrative, clerical and games planning/management services to the County Post-Primary Schools' Committee (CPPSC)

Reports/Accountable to: Head of Games Development / Secretary Waterford GAA

Principle Accountabilities include but not limited to:

- The provision of administrative, clerical and management support and services to the County Post-Primary Schools' Committee in relation to:
 - The Secretarial function of the CPPSC in relation to meetings, Disciplinary and ongoing office administration
 - Preparation of the Annual Master Fixtures Plan for the CPPSC
 - Administration of and arrangements for all CPPSC fixtures including:
 - Appointment of Referees
 - Arrangement of Venues and Alternate venues
 - Gate Collection staffing, Supervision, Reconciliation and Lodgement
 - Liaising with Provincial Post-Primary Schools' Development (Servicing) Officer to help co-ordinate provincial fixtures
 - Retaining records on the financial affairs of the CPPSC and assisting the CPPSC Treasurer in the preparation of Annual Financial Statements including an Income & Expenditure Account and Balance Sheet
 - Carrying out the Bank Reconciliation on the CPPSC bank account(s) monthly
 - Dealing with the annual audit of the CPPSC accounts
 - Post-Primary Sector Analysis and Policy formulation in conjunction with the appointed CPPSC
 - Development and promotion of CPPS competitions and initiatives in local media publications and outlets.
- The Job Holder will sit on the County Games Development Committee. He/she will provide this committee with regular reports on the status of Gaelic Games in the Post Primary sector and will assist in drawing up a plan of action.
- Other administrative and clerical duties assigned to the Job Holder by the Secretary or Manager from time to time
- The Job Holder will also undertake any other such projects or responsibilities as deemed appropriate by their Manager.

Please note this role is subject to Garda Vetting.

Candidates interested in the above role should apply by submitting an up-to-date cover letter and Curriculum Vitae to administrator.waterford@gaa.ie on or before 3pm, Monday 4th December 2023.

The GAA is an equal opportunities employer.