

JOB DESCRIPTION

POST/GRADE: **CLERICAL OFFICER**

Nature of Employment This is a Permanent role with **fulltime** hours in accordance with General Conditions of Employment.

Job Location Stores, Tallaght Training Centre, Cookstown, Tallaght, D24 other such place designated as appropriate by Dublin and Dun Laoghaire Education and Training Board (DDLETB).

The Organisation Dublin and Dun Laoghaire Education and Training Board is a statutory local education authority operating under the terms of the Education and Training Boards Act 2013. The ETB provides mainstream educational programmes to schools and colleges as well as providing a wide range of adult and community programmes. The ETB's educational remit extends from Balbriggan in the north of the county to Lucan in the west, to Dun Laoghaire in the south.

Dublin and Dun Laoghaire Education and Training Board's mission is to be the leading provider of integrated education services which enable children, young people and adults to fulfil their potential in a positive learning environment. We will promote equality, innovation and partnership in the delivery of our services.

Job Summary The Stores Clerical Officer is responsible for implementing DDLETB Procurement Procedures relating to receipting, checking, inspecting, storage and securing all stores items.

ROLE/RESPONSIBILITIES:

- Receive and check goods delivered to the Training Centre, sign delivery docket and complete Goods Received on SUN IT System
- Distribute goods to Training Centre staff and have receipt signed by originator.
- Bring to Centre Manager's attention any losses or discrepancies in the Stores or any excessive or unauthorised use of consumable materials.
- Maintain appropriate files for Audit purposes
- Act in the absence of the Senior Purchasing Officer
- Assist in the analysis of orders, as required
- Participate in the annual stocktake of Capital stocks as required and directed by management.
- Control the issue of Protective Clothing and arrange for laundering as required.
- Provide administrative and clerical assistance to other service areas within the centre as required time to time and as directed by management.
- Any other duties appropriate to the post as may be assigned from time to time.

ESSENTIAL REQUIREMENTS

- Must hold at least Grade D3 in 5 subjects in the Leaving Certificate Examination or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework (Level 4/5).
- Have relevant Clerical/Administrative experience.
- Excellent IT skills in particular highly proficient in MS Office suite.
- Excellent organisational, communication and interpersonal skills.
- Have excellent secretarial and administrative skills and telephone manner.

WORKING CONDITIONS

Salary Grade : Grade 3

Salary Scale : €24,602 p.a. - €36,969 p.a.

Long service Increment 1, €39,07 after three years' satisfactory service at the maximum.

Long service Increment 1, €40,590 after three years' satisfactory service at the Long Service Increment 1.

New appointees to any grade start at the minimum point of the scale.

Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies

Annual Leave: 22 days p.a.

Probation : The first six months of service shall constitute the probationary period which may be extended by an additional three months.

Superannuation : Membership of the ETB Superannuation Scheme and of the ETB's Spouses and Children's Scheme is automatic and compulsory.

Note: *The functions and responsibilities assigned to this position are based on the current stated role and objectives of Dublin and Dun Laoghaire Education and Training Board these may alter in line with any change in the role and objectives of the ETB.*

HOW TO APPLY:

Applications should be made online through www.etbvacancies.ie All sections of the application form must be fully completed.

Closing Date:

Your application should be submitted not later than 12.00 noon on Thursday, 6th May 2021 Applications will not be accepted after this date.

Dublin and Dun Laoghaire Education and Training Board is an equal opportunity employer. Recruitment to posts within the ETB is on the basis of qualifications and the ability to carry out the responsibilities of the grade or post.

Administrative Posts

Clerical Officer (G3) Competencies

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| Teamwork / Collaboration | Shows respect for colleagues and co-workers |
| | Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate |
| | Offers own ideas and perspectives |
| | Understands own role in the team, making every effort to play his/her part |
| Information Management / Processing | Approaches and delivers all work in a thorough and organised manner |
| | Follows procedures and protocols, understanding their value and the rationale behind them |
| | Keeps high quality records that are easy for others to understand |
| | Draws appropriate conclusions from information |
| | Suggests new ways of doing things better and more efficiently |
| | Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc. |
| Customer Service & Communication Skills | Actively listens to others and tries to understand their perspectives/ requirements/ needs |
| | Understands the steps or processes that customers must go through and can clearly explain these |
| | Is respectful, courteous and professional, remaining composed, even in challenging circumstances |
| | Can be firm when necessary and communicate with confidence and authority |
| | Communicates clearly and fluently when speaking and in writing |
| Drive Initiative / Continuous Development | Consistently strives to perform at a high level and deliver a quality service |
| | Is thorough and conscientious, even if work is routine |
| | Is enthusiastic and resilient, persevering in the face of challenges and setbacks |
| | Is personally honest and trustworthy and at all times acts with integrity. |
| | Focuses on self-development striving to improve performance. |