



INFORMATION GUIDE

Permanent Part-time Clerical Officer (Grade III) – 2 Posts

Initial duties: school administration in

**Confey College, Leixlip, or
Curragh Post Primary School, Curragh, Co. Kildare.**

18.5 hours per week, 5 mornings Monday to Friday

Kildare and Wicklow Education and Training Board invites applications for the permanent part time post of Clerical Officer Grade III. Clerical officers are appointed to the scheme and initial appointment will be to one of the above schools.

Requirements and Eligibility for the post:

Candidates must:

- have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;
- be capable and competent of fulfilling the role to a high standard;
- have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent **or** have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise;
- be at least 17 years of age on or before the date of advertisement of the recruitment competition.

DUTIES OF THE CLERICAL OFFICER MAY INCLUDE:

FINANCE

- Monitoring, controlling and reconciling all financial allocations to the school (e.g. Main School Budget, Home/School Liaison, Free Book Scheme, Exam Fee Scheme, Special Technology Grants, Junior Certificate, Leaving Certificate Applied (the list is not exhaustive).
- Checking and ensuring accuracy of traders' accounts, part-time teachers, teachers claim forms, travel claims, petty cash returns and postal franking machines.

- Use of Way2Pay and collection of cash for use of premises, enrolment fees, book rental fees, telephone charges (including payphones) and occasional items such as school trips etc.
- Ensuring all payments to the school are recorded, receipted, reconciled and lodged to the appropriate bank accounts.

PERSONNEL

- Maintaining of school personnel files.
- Supports the use of VSWare, PPOD and any other necessary IT systems in use.
- Maintaining teacher attendance records and the consequential work that arises when part-time teachers undertake substitution work.
- Knowledge, awareness and upholding of Child Protection procedures
- Knowledge, awareness and upholding of GDPR

RECEPTION DUTIES

- Meeting all visitors
- Processing incoming and outgoing communications – mail, fax, telephone, ensuring that all information is conveyed to the appropriate persons.

SECRETARIAL DUTIES

- All school secretarial work typing, word processing, filing, copying etc.
- Maintaining all items of office equipment.

SECRETARY TO PRINCIPAL

- Secretarial and administrative functions on behalf of the Principal in his/her role as School Principal.
- Maintaining, on behalf of the Principal, all confidential items relating to the administration

The above list is not exhaustive

Eligibility:

Citizenship Requirement

Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply.

Health & Character

Those under consideration for the position will be required to complete a health declaration and a Garda Vetting form. References will be sought.

Starting Salary : €23,999 per annum for full time, pro rata for half time.

New entrants 01/09/2019: €23,999 €25,576 €25,964 €26,753 €27,902 €29,056
€30,211 €31,047 €32,156 €33,261 €34,045 €35,142 €36,244 €38,321 €38,321
€38,321 €39,794

Above salary is for full time, pro rata for half time.

Hours per week: 18.5, 5 mornings Monday to Friday

Competences

The person appointed to the above post will be required to show evidence of the following competences:

Team Work

- 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.

Delivery of Results

- Takes responsibility for work and sees it through to the appropriate next level
- Completes work in a timely manner
- Adapts quickly to new ways of doing things
- Checks all work thoroughly to ensure it is completed to a high standard. Writes using correct grammar and spelling and draws reasonable conclusions from written instructions
- Identifies and demonstrates initiative and flexibility in ensuring work is delivered and appreciates the urgency and importance of different tasks
- Is self-reliant and uses judgment on when to ask manager or colleagues for guidance

Customer Service and 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

Specialist Knowledge, Expertise and Self Development

- Develops and maintains the skills and expertise required to perform in the role effectively, e.g. using relevant technologies, IT systems, spreadsheets, Microsoft Office
- Clearly understands the role, objectives and targets and how they fit into the work of Training Services.
- Is committed to self-development and continuously seeks to improve personal performance

Drive and Commitment to Public Service Values

- Consistently strives to perform at a high level and deliver a quality service
- Serves the Government and people of Ireland
- 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
- At all times, acts with integrity

Duties and Responsibilities

- Open and close building, including weekends and evenings
 - Arrange routine maintenance of building in conjunction with Training Manager or deputed officer
 - Induct Marine House staff on Health and Safety
 - Monitor programme learner system
 - Procure class materials for programmes
 - Provide reception, secretarial and administrative assistance within Training Services.
 - Provide a professional and friendly approach in dealings with all learners, staff and management.
 - Implement and maintain agreed administrative procedures.
 - Develop and maintain up-to-date paper-based and computer-based systems in respect of learners and the Service in a confidential manner.
 - Maintain financial records as appropriate e.g. petty cash, monthly accounts, invoices and tutor payments.
 - Undertake day to day running of office including: ordering stationery and stock; processing receipt of goods and invoices; organising maintenance and repair of equipment and services as required.
 - Assisting in the preparation and completion of returns to the ETB, Department of Education and Skills, SOLAS and other appropriate bodies in line with ETB guidelines.
 - Prepare timely reports, returns and other documentation as required.
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- Establish recording systems and information databases as appropriate to the needs of the service.
 - Contribute to and assist with the organisation of events, marketing activities and promotional materials under the direction of the Manager or other designated staff.
 - Input and maintain learner records and manage the filing system for Training Services, as may be required.
 - Comply with Health and Safety regulations.

- Undertake any other duties relevant to the provision of effective and efficient secretarial and administrative support within Training Services.
- Perform any other duties that may be assigned from time to time in line with the needs of the service.

The above list is not exhaustive

Confidentiality: The appointee is expected to maintain and treat all matters relating to office/school/centre business, and their work in the office/school/centre as a Clerical Officer, as strictly confidential. Any breach of this requirement will be treated as a serious matter of misconduct.

Probation: The appointee will be on probation for a period of 12 months. At the expiration of the probationary period, the appointment may be confirmed, continued on probation for a further period or terminated, as KWETB may determine.

Application and selection process

Apply online by 12 noon on Thursday 14th November 2019.

Canvassing by or on behalf of the applicant will disqualify.

Shortlisting may apply.

Dr. Deirdre Keyes, Chief Executive