

## **JOB DESCRIPTION**

<b>POST/GRADE:</b>	<b>Assistant Staff Officer – Grade 4 (School Secretary)</b>
<b>Nature of Employment</b>	Permanent in accordance with General Conditions of Employment
<b>Job Location</b>	Collinstown Park Community College, Rowlagh, Clondalkin, Dublin 22 or any other such place designated as appropriate by Dublin and Dun Laoghaire Education and Training Board (DDLETB).
<b>The Organisation</b>	<p>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.</p> <p>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.</p>
<b>Job Summary/Purpose</b>	The Clerical Officer will provide a comprehensive general administrative and clerical support to the Principal and School.

### **ROLE/RESPONSIBILITIES:**

- Provide confidential and efficient secretarial and administrative support to the Principal and staff.
- Assist in the development of the school's administrative/secretarial systems to ensure effective operation.
- Maintain an effective administrative/secretarial system to process all paperwork and electronic communications within the school.
- Deal with information requests and queries made via telephone, email, or face-to-face.
- Process and distribute daily post and email.
- Maintaining up-to-date computerised and manual accounts.
- Maintaining Student Database and making returns to Department of Education & Skills (DES)
- Completion of weekly time-sheets
- Organise provision of hospitality for school events, visitors to school etc.
- Provide First Aid for students. Remove this bullet point
- To carry out the lawful orders of the Board and of its Chief Executive.
- To carry out any other duties appropriate to the grade which may be assigned from time to time by the Principal.

### **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 excellent secretarial and administrative skills and telephone manner.
- Excellent IT skills in particular highly proficient in MS Office suite.

- Excellent organisational, communication and interpersonal skills
- An effective team player, flexible and reliable.
- Ability to work under pressure and keep to deadlines.
- At least one to two year's administrative experience in a modern office environment would be desirable.

## **WORKING CONDITIONS**

### **Salary Grade :**

### **Salary Scale :**

€ 31,513p.a. - €43,633p.a.

Long service Increment 1, €45,046 after three years satisfactory service at the maximum.

Long Service Increment 2, €46,466 after three years satisfactory service at LSI 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:** 23 days p.a.

**Probation :** The probationary period will be six 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](http://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 Friday 12<sup>th</sup> February 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

### Assistant Staff Officer (G4) Competencies

<i>Information Management and Decision Making</i>	<p>Follows procedures and ensures they are implemented in own area, understands rationale behind them.</p> <p>Reviews completed work regularly and acts on learning points.</p> <p>Evaluates current work practices to identify changes that could be made to improve efficiencies.</p> <p>Can work on a number of tasks at the same time.</p>
<i>Delivery of Results</i>	<p>Delivers results on time and to a high standard.</p> <p>Ensure accurate records are maintained and any errors are identified and rectified.</p> <p>Takes responsibility for own work and the work of the team.</p> <p>Plans and prioritise work.</p> <p>Evaluates work practices to identify changes that could be made to help them run more effectively.</p>
<i>Interpersonal and Communication Skills</i>	<p>Shows respect and maintain composure when dealing with staff and clients.</p> <p>Communicate in a clear and confident manner whilst remaining approachable and polite.</p> <p>Effectively transfers thoughts and expresses ideas orally and verbally in individual or group situations.</p> <p>Listens to others and invites feedback.</p> <p>Ensure there is effective timely flows information up and down.</p>
<i>Drive and Commitment</i>	<p>Consistently strives to perform at a high level, demonstrating flexibility and finding solutions to overcome obstacles.</p> <p>Can work independently without excessive guidance or supervision.</p> <p>Demonstrates resilience in the face of demands and challenges.</p> <p>Acts with integrity and supports this in others.</p>