

INFORMATION GUIDE

Clerical Officer (Grade III) - Full time Fixed term contract to 2nd April 2023

St Farnan's Post Primary School, Prosperous, Co. Kildare

Kildare and Wicklow Education and Training Board invites applications for the fixed term post of Clerical Officer Grade III, 35 hours per week.

Starting Salary : €25,353 per annum

Hours per week: 35 – Monday to Friday
Annual Leave: 22 days per annum (approx. 10 days in the contract period)

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.

Desirable:

- 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
- Effective team player, flexible and reliable.
- Ability to work under pressure and keep to deadlines.

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.

- Processing of invoices and payments
- 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 of the School

The above list is not exhaustive

All jobs demand a good knowledge and skill in the use of Information and Communication Technologies and appointees will be expected to use new techniques and technologies as they arise. Appointees are also expected to up-date their knowledge and skills and develop and use new skills or amended systems.

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 6 months.

Competences

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

Kildare and Wicklow ETB,
Level 5, Aras Chill Dara, Devoy Park, Naas, Co. Kildare

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

Application process:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Tuesday 11th October 2022**.

Application process:

Please note the following

- Short listing may apply.
- Canvassing by or on behalf of the candidate will automatically disqualify.
- Late applications will not be accepted.
- It is the responsibility of the candidate to ensure that the application form is received at the stated email address before the stated deadline. It is recommended applicants request a delivery receipt when sending their application.
Any technical difficulties encountered by the sender when submitting an application are not the responsibility of the KWETB.

Dr. Deirdre Keyes, Chief Executive

Kildare and Wicklow Education and Training Board, Level 5, Aras Chill Dara, Devoy Park, Naas, Co. Kildare.

KWETB is an equal opportunities employer.

Recruitment to posts within KWETB is on the basis of qualifications and the ability to carry out the responsibilities of the grade or post.