

Part-time Clerical Officer St. Kilian's Community School, Bray



St. Kilian's Community School invites applications for a part-time Clerical Officer

St. Kilian's Community School is a co-educational school with an enrolment of 418 students.

Purpose of the Role:

The Clerical Officer is at the centre of the administrative hub of the school and school community and works closely with the Principal, senior management team, teachers, other non-teaching staff, students and parents. They take responsibility for a broad variety of important clerical and administrative support functions, and for coordinating the workflow and a wide range of activities processed through the administration office.

In this part-time role, specific duties and responsibilities will vary from time to time depending on the school's requirements. The work is broad-based and the Principal will agree in advance key areas of responsibility for the part-time position. The work requires the administration team members to function in a flexible manner and to work together as a team.

The responsibilities may include any of the following:

RECEPTION DUTIES

- Meeting and welcoming all visitors to the school, and signing them in, as appropriate.
- Creating a positive and welcoming atmosphere, in keeping with school's ethos and values.
- Managing incoming and outgoing communications and forwarding messages/information to appropriate persons. Communications can take many forms including verbal, telephone, email, mail and via management information systems e.g. Compass.
- Working with the school caretaker(s) in managing the receipt of deliveries and any returns of goods.

CLERICAL DUTIES

- Carrying out general clerical work e.g. typing, filing, photocopying etc..
- Maintaining a well-organised filing system, both electronically and in hard copy.
- Maintaining an orderly school office environment, and ensuring that office equipment is suitably maintained.
- Maintaining a school archive and keeping it current.
- Providing administrative support for school staff by producing class lists and other documentation, as required.

- Supporting the school's policies and procedures e.g. signing students in/out to ensure accurate attendance tracking and supporting the school's strategy around mobile phones.
- Working collaboratively with the other member(s) of the school's administration team to develop and maintain systems to best meet the needs of the school
- Carrying out all duties with respect to relevant data protection, child protection and other relevant legislation.
- Maintaining the highest level of confidentiality and discretion with regard to all school-related information.

SECRETARY TO PRINCIPAL

- Carrying out secretarial and administrative functions on behalf of the Principal in his/her role as School Principal and Secretary to Board of Management.
- Assisting the Principal with matters relating to the Board of Management e.g. convening meetings, attending meetings, preparing and distributing meeting minutes and other relevant documentation and submitting copies of minutes to the school's Trustees.
- Maintaining, on behalf of the Principal, all confidential documentation/items relating to the administration and management of the school.
- Working closely with the Principal in relation to the implications of national policy/procedural changes for the administration of the school.

RECORDS AND RETURNS

- Compiling and maintaining the school's student database, both electronically and in hard copy.
- Using Compass, Griddle, other school data management systems and PPOD to ensure accurate and efficient record keeping and Department of Education returns.
- Preparing and submitting of all computerised statistical returns to the Department of Education and Skills.
- Preparing and submitting of ad hoc returns to the Department of Education and Skills.

PERSONNEL

- Maintaining school personnel files. Ensuring that all staff files are accurately and securely maintained in line with Data Protection legislation.
- Maintaining teacher and other staff attendance records, including documentation relating to absences.
- Supporting staff members in various types of Leave applications and processing of same
- Providing assistance with the appointment process for teaching and non-teaching staff, including the preparation of contracts and other associated documentation.

PROCUREMENT

- Maintaining of school order books, acquiring tenders, submitting requisitions to Principal for approval.
- Managing the ordering of goods/materials/services in accordance with school protocols and national Procurement Frameworks, as required e.g. transport for school trips.
- Sourcing suppliers of goods and services in compliance with FSSU regulations.
- Ensuring that goods ordered are delivered in good condition as per specifications.

FINANCE

- Under the supervision and instruction of school management, the management of the accounts relating to Department of Education grant funding to the school. This includes pay and non-pay funding, as well as specific purpose grants (e.g., DEIS, Home School Community Liaison, School Meals, Free Book Scheme, ICT, and various programme and subject related grants).
- Management of the school's invoice and billing systems and organising payments due. Recording of VAT and RCT returns on www.revenue.ie.
- Preparation of payroll, for both teaching and non-teaching staff. This includes the Online Claims System (OLCS) and the processing of payment to part-time and substitute staff, payments relating to State Examinations work, as well as for casual work (e.g. Book Scheme and Supervised Study). The processing of pension payment to some retirees may also be involved. Recording of PAYE returns on www.revenue.ie.
- The processing of travel and subsistence expenses claims, relating to both school and Board of Management activities.
- Cooperating with and managing any systems the school has in place around money and finance, including petty cash, Compass, Compass Pay, Stripe and all protocols around handling cash.
- Ensuring that all payments to the school are recorded, receipted, reconciled and lodged to the appropriate bank accounts.
- Managing the school's banking transactions online, and visiting the bank branches, as required.
- Overseeing contracts for goods and services e.g. security, cleaning.
- Preparing reports for the Board of Management and Finance Committee, as required.
- Liaising with the Financial Support Services Unit on financial matters.

EXAMINATIONS

- Managing all communications relating to the State Examinations, and forwarding information/mail to relevant staff personnel, including the Examinations Secretary and Examinations Aide. Maintaining appropriate files relating to the State Examinations.
- Supporting school staff with matters relating to in-house examinations.

INFORMATION TECHNOLOGY

- Engaging with and operating IT/Finance/Administration systems, approved by management, to support information management and to ensure that the school is legally compliant.

OUTSIDE AGENCIES

- Liaising with outside agencies; local primary and post-primary schools, Department of Education, KWETB, sporting organisations, community groups, local employers, government schemes etc..

HEALTH AND SAFETY

- Cooperating fully with the school's Health and Safety procedures and playing an active role with same.

TRAINING

- Engaging with available and appropriate training in various aspects of the role including accounts, information technology etc..

The above list is not exhaustive.

Qualifications, Skills, and Experience required:

- ✓ Previous experience in an administration role.
- ✓ Strong IT skills particularly Excel and MS Office package.
- ✓ Knowledge of managing accounts, budgeting, and preparing financial reports.
- ✓ Knowledge and experience of accounts software package(s) advantageous.
- ✓ Ability to communicate well (both written and orally), including with staff, parents, and students.
- ✓ Ability to complete tasks to deadline.
- ✓ Well organised with experience in developing efficient administrative systems.
- ✓ Capacity to build positive working relationships with senior management and colleagues in the school.

Please note:

- Garda Vetting will apply in respect of this position.
- The successful applicant will be required to complete a medical examination by the school's medical advisor (Medmark).
- References may be sought following the interview process.

Location: St. Kilian's Community School, Ballywaltrim, Bray, County Wicklow.

Nature of the Post: Part-time position (17.85 hours per week).

Hours of Work:

1. The Clerical Officer will be required to work on three days a week, as follows:

Wednesday:	8.30am – 1.20pm
Thursday:	8.30am – 4.00pm
Friday:	8.30am – 4.00pm

Reporting Relationship: The part-time Clerical Officer will report on a daily basis to the Principal.

Salary: Salary Scale for School Secretaries (CL 78/2024), (pro-rated for part-time working). The current salary scale is €29,811 to €46,946 (including long service increment), pro-rated for part-time working. The successful candidate will be paid at Point 1 of the salary scale, unless they have previous school secretarial experience.

