

St. Columba's Comprehensive School Glenties invites applications for a part-time permanent Clerical Officer.

St. Columba's Comprehensive School is co-educational with an enrolment of 400 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, taking responsibility for a broad variety of important secretarial and administrative support functions, and coordinating the workflow and 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 in the part-time position. The work requires the administration team to function in a flexible manner and work together as a team.

The responsibilities may include any of the following:

FINANCE

- Monitoring, controlling, and reconciling all financial allocations to the school (e.g., main School Budget, Home School Liaison, Free Book Scheme, Special Technology Grants, Junior Cycle, Leaving Certificate Applied, Mock and Practical exams, Vocational Preparation and Training Programme, In-service).
- Checking and ensuring accuracy of trader accounts, part-time teachers, teachers claim forms, travel claims, petty cash returns and expenses for Board of Management Members.
- Cash: Collecting rent for use of premises, annual student charges, book rental fees, school trips.
- Ensuring all payments to the school are recorded, receipted, reconciled, and lodged to the appropriate bank accounts.
- Preparation of payroll.
- Co-operation with existing and new Finance systems.
- Prepare reports for the Board of Management Finance Committee as required.
- Liaise with the Financial Support Services Unit on financial matters and outsourcing companies regarding maintenance and other contracts.

PERSONNEL

- Provide assistance with the appointment of teachers and non-teaching staff.
- Maintain school personnel files. Ensure all staff files are accurately and securely maintained in line with Data Protection legislation.
- Maintain teacher attendance records and the consequential work that arises when part-time teachers undertake substitution work.

RECEPTION DUTIES

- Meeting all visitors (Parents, Officials, Community Leaders, etc.)
- Processing incoming and outgoing communications – email, mail, telephone, ensuring that all information is conveyed to the appropriate persons.

SECRETARIAL DUTIES

- All school secretarial work typing, filing, copying etc.
- Board of Management affairs – issuing agendas, attending meetings, producing minutes, providing all necessary documentation to Board members, and submitting copies of minutes to the Department of Education and Skills.
- 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 and Secretary to the Board of Management.
- Maintaining, on behalf of the Principal, all confidential items relating to the administration and management of the school.
- Advising the Principal on the administrative implications of proposed policy changes.

PROCUREMENT

- Maintaining of school order books, acquiring tenders, submitting requisitions to Principal for approval and ensuring goods ordered are delivered in good condition as per specifications. Manage ordering of materials in accordance with school guidelines and Procurement Frameworks as required.

EXAMINATIONS

- Collating and administrative support with examination papers (scientific symbols etc.) Reproducing papers and ensuring that all papers are treated in a secure and confidential manner.
- Provide administrative support for school timetables, results sheets, attendance sheets and student results.

RECORDS AND RETURNS

- Compiling and maintaining of a student database management system. Support the use of TYRO and PPOD.
- 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.

INFORMATION TECHNOLOGY

- Acceptance and co-operation with operating of IT/Finance/administration systems, approved by Management, which are designed to enhance management information services and participating in training courses as required.

HEALTH AND SAFETY

- Co-operate fully with Health and Safety procedures and play an active role in so far as the position allows.

OUTSIDE AGENCIES

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

The above list is not exhaustive.

Qualifications, Skills, and Experience required:

- Knowledge of managing accounts, budgeting, and preparing financial reports.
- Knowledge and experience of accounts software packages(s) advantageous.
- Previous experience in an administration role.
- Strong IT skills particularly Excel and MS Office package.
- Ability to communicate well (both written and oral), including with staff, parents, and students.
- Ability to complete tasks efficiently and 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. Columba's Comprehensive School, Glenties, Co. Donegal**

Nature of the Post: permanent part-time position.

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

Salary: Grade III Clerical Officer Salary Scale (pro-rated for part-time working). The current salary scale is €31,935 - €49,414 (including long service increment), pro-rated according to circular letter 0060/2026. The successful candidate will be paid at Point 1 of the salary scale unless they have previous relevant public service experience.

Hours of Work:

1. Clerical Officer required to work 18.5 hours per week.