



Schedule of Duties & Tasks – School Administrator.

Person Profile: You are an energetic and optimistic multi-tasker who enjoys working in a busy front-of house roll. You enjoy being around young people.

Key skills and competencies:

- A minimum of 3 years' experience in office/secretarial work or related environment. School secretarial experience is an advantage.
- Strong organisational and financial skills.
- Proven ability to initiate, plan and work on own initiative.
- Proven ability to work in a team environment with staff.
- Excellent communication, interpersonal skills, and ICT skills.
- Willingness to engage in appropriate training.
- Understanding of the importance of confidentiality.
- Commitment to the Educate Together ethos.

Key Responsibilities:

Reception Duties include:

- Greeting/managing all visitors/ queries to the school.
- Frontline phone answering. Secretary will redirect calls or not, as appropriate, to principal/ staff.

Secretarial Duties include:

- Acting as secretary to the principal.
- Managing principal's diary.
- Opening and distributing post.
- Drafting letters, memos and minutes.
- Preparing room for Board meetings (kettle, cups, tea etc.).
- Managing and updating all school databases and online records – including Vsware, P.Pod, Athena, school app and school website.

- Creating process signs/notices for around the school using the school logo and branding.
- Photocopying as well as managing maintenance of photocopier (filling with paper, releasing paper jams, emptying toner container etc.)
- Arranging service of the photocopying machines.
- Maintaining a tidy, organised office/admin area.
- Setting up and using the parent and other group emails and texts (amend phone numbers as necessary).

Administration and finance duties include:

- Maintaining school accounts to a high level.
- Liaising with school accountant to ensure accounts are audited and forwarded to FSSU each year.
- Being a member of the Board's Financial Sub-Committee (FSC).
- Preparing cheque requisitions, invoices, cheques, compliment slips and labeled envelopes, ready for the 2 signatories.
- Managing online banking for the school.
- Coordinating and managing online payments.
- Placing orders for standard supplies - domestic, stationary and teaching/learning.
- Ordering buses, coaches for tours.
- Assisting with organisation of parent/student teacher meetings.
- Attending to deliveries - cross checking contents with delivery sheet, reporting errors/ clarifying original order with company.
- Purchasing provisions for guest lunches, tea/biscuits for visitors etc.
- Accounting work and cash handling.
- Updating excel sheets re: spending of grants and book bill income.
- Assisting with completion, downloading, and printing of Junior Cycle Profiles of Achievement (JCPA).
- Recording, file and maintain an inventory of school resources in conjunction with teachers.

Enrolment duties include:

- Being familiar with the school's *Admissions Policy*.
- Preparing all paperwork needed for admissions.
- Updating and distributing application forms.
- Taking charge of copying birth certs, education passports, psychological reports for new students.
- Processing of applications according to Admissions Policy.

- Prepare letters/emails informing the parents of the outcome.

Other Tasks Include:

- Working in close co-operation with Board of Management, Principal and Deputy Principal and performing work requested by them.
- Entering new substitute details (teachers and SNAs) and weekly entry of leave and claims of teachers and SNAs on DES On-Line Claims System (OLCS)
- Using VSware School management system. Processing attendance data received electronically from teachers and assist in the preparation of this for Education and Welfare Board (EWB).
- Other duties assigned by the principal or their nominated agent and related to the post of School Administrator.

Pay and Conditions:**Working Day:**

- Monday to Friday 8.30am to 4.30pm
- Attendance at open night and at a number of other evening meetings.
- Attendance at Financial Sub Committee meetings.

Holidays:

- The month of July and the first week of August.
- Christmas and Spring holidays.
- Mid-term breaks in October and February.

Remuneration:

The salary scale matches that paid in the ETB/ Community & Comprehensive scheme and is the equivalent of a Clerical Officer (grade 4).

The starting rate will depend on the skills and experience of the successful applicant.

There is a six-month probationary period.

The successful applicant will be offered access to a PRSA.

Point	Salary
Point 1	€28,188
Point 2	€30,115
Point 3	€30,895
Point 4	€32,850
Point 5	€34,645
Point 6	€36,218
Point 7	€37,735
Point 8	€39,787
Point 9	€41,270
Point 10	€42,777